

# Town of Stettler

**COUNCIL MEETING**  
**DECEMBER 17<sup>th</sup>, 2019**

**6:30 P.M.**

**BOARD ROOM**



# TOWN OF STETTLER MISSION STATEMENT

WE WILL PROVIDE A HIGH  
QUALITY OF LIFE FOR OUR  
RESIDENTS AND VISITORS  
THROUGH LEADERSHIP AND  
THE DELIVERY OF EFFECTIVE,  
EFFICIENT AND AFFORDABLE  
SERVICES THAT ARE SOCIALLY  
AND ENVIRONMENTALLY  
RESPONSIBLE

**TOWN OF STETTLER  
REGULAR COUNCIL MEETING  
TUESDAY, DECEMBER 17, 2019  
6:30 P.M.  
AGENDA**

1. **Agenda Additions**
2. **Agenda Approval**
3. **Confirmation of Minutes**
  - (a) Minutes of the Regular Council Meeting of December 3, 2019 5-13
  - (b) Business Arising from the December 4, 2018 Council Minutes
  - (c) Minutes of the Committee of the Whole Meeting of December 10, 2019 14-17
  - (d) Business Arising from the December 10, 2019 Committee of the Whole Minutes
4. **Citizens Forum**
5. **Delegations**
  - (a) None
6. **Administration**
  - (a) Committee of the Whole Recommendation – December 10, 2019 18
  - (b) 2019 Capital Budget - RFP NWASP Award 19-20
  - (c) 2020 Interim Operating Budget 21-26
  - (d) 2019 Bad Debt Write-Offs 27
  - (e) 2019 Budget – Revenue/Expense Statement – November 30, 2019 28-29
  - (f) 2019 Capital Budget Summary – November 30, 2019 30-32
  - (g) 2019 Bank Reconciliation – November 30, 2019 33
  - (h) Meeting Dates
    - Tuesday, January 7 – Council – 6:30pm
    - **Monday, January 13 – 2020 Strategic Planning Workshop – 3:00pm**
    - Tuesday, January 14 – COW – 4:30pm
    - Tuesday, January 21 – Council – 6:30pm
    - **Tuesday, January 28 – 2020 Capital Budget Deliberations – 3:00pm - SRC**
    - Tuesday, February 4 – Council – 6:30pm
    - **Thursday, February 6 – Brownlee LLP – Emerging Trends 2020 – Calgary (MF, GL, SP)**

**COUNCIL AGENDA  
DECEMBER 17, 2019  
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- Tuesday, February 11 – COW – 4:30pm
- Tuesday, February 18 – Council – 6:30pm
- Tuesday, March 3 – Council – 6:30pm
- Tuesday, March 10 – Council – 4:30pm
- Tuesday, March 17 – Council – 6:30pm
- **Monday, April 6 – Regional Water – 1:00pm**
- Tuesday, April 7 – Council – 6:30pm
- Tuesday, April 14 – COW – 4:30pm
- Tuesday, April 21 – Council – 6:30pm (2019 Financial Statement)
- Tuesday, May 5 – Council – 6:30pm
- **Tuesday, May 12 – 2020 Tax Budget Council Deliberations – 3:00pm**
- Tuesday, May 12 – COW – 4:30pm
- Tuesday, May 19 – Council – 6:30pm (2020 Tax Budget and Tax Rate Bylaw)

(i) Accounts Payable in the amount of \$732,685.65 34-48  
 (\$236,669.71 + \$19,131.61 + \$4505.04 + \$212,740.29 + \$185,944.18 +  
 \$73,694.82)

7. **Council**

(a) Meeting Reports

8. **Minutes**

(a) Joint Town and County Meeting – December 4, 2019 49-52  
 (b) Regional Water – December 9, 2019 53-55

9. **Public Hearing**

10. **Bylaws**

(a) Bylaw 2123-19 – Waste Control Bylaw 56-70  
 (b) Bylaw 2124-19 - 2020 Sewer Rates 71  
 (c) Bylaw 2125-19 - 2020 Water Rates 72  
 (d) Bylaw 2126 -19 – 2020 Garbage Rates 73

11. **Correspondence**

(a) Alberta Municipal Affairs – Shallow Gas Tax Relief Approved Application 74  
 (b) Alberta Municipal Affairs – Town of Stettler MSI Funding 75-76  
 (c) AUMA – Let It Snow: Statutory Protections from Liability in the MGA 77-78

12. **Items Added**

13. **In-Camera Session**

14. **Adjournment**

**MINUTES OF THE REGULAR MEETING OF THE TOWN OF STETTLER COUNCIL  
HELD ON TUESDAY, DECEMBER 3<sup>rd</sup>, 2019 IN THE MUNICIPAL OFFICE,  
COUNCIL CHAMBERS**

**Present:** Mayor Sean Nolls  
  
Councillors A. Campbell, C. Barros, G. Lawlor, M. Fischer, S. Pfeiffer & W. Smith  
  
CAO G. Switenky  
Assistant CAO S. Gerlitz

**Absent:** None

**Call to Order:** Mayor Nolls called the meeting to order at 6:30 p.m.

1/2. **Agenda Additions/Approval:**

**Motion 19:12:01** Moved by Councillor Pfeiffer to approve the agenda as presented.

MOTION CARRIED  
Unanimous

3. **Confirmation of Minutes:**

(a) Minutes of the Regular Meeting of Council held November 19<sup>th</sup>, 2019

**Motion 19:12:02** Moved by Councillor Smith that the Minutes of the Regular Meeting of Council held on November 19<sup>th</sup>, 2019 be approved as presented.

MOTION CARRIED  
Unanimous

(b) Business Arising from the November 19<sup>th</sup>, 2019 Minutes

None

4. **Citizen's Forum:** (a) No one was present at the Citizen's Forum

5. **Delegations:** (a) Shelly Walker & Cindy MacDonell – 2020 FCSS Budget – 6:45 P.M.

Mayor Nolls welcomed S. Walker & C. MacDonell to the meeting.

S. Walker and C. MacDonell presented the Stettler & District FCSS Proposed 2020 Budget.

<b>STETTLER &amp; DISTRICT FCSS 2020 PROPOSED BUDGET 2019 Year End</b>			
<b>GOVERNMENT GRANT INCOME</b>	<b>Budget</b>	<b>Proposed 2020 Budget</b>	<b>Difference</b>
FCSS Grant - County	215,894.00	215,894.00	0.00
FCSS Grant - Town	196,435.00	196,435.00	0.00
FCSS Grant - Botha	-	-	0.00
<b>Total Government Grants</b>	<b>412,329.00</b>	<b>412,329.00</b>	<b>0.00</b>
<b>OTHER INCOME</b>			
Family Counselor	37,628.00	9,408.00	-28,220.00
Rental Income	6,426.60	7,200.00	773.40
Counselling Fees	3,600.00	3,600.00	0.00
Interest Revenue	1,500.00	1,500.00	0.00
SCSC	10,000.00	10,000.00	0.00
<b>Total Other Income</b>	<b>59,154.60</b>	<b>31,708.00</b>	<b>-27,446.60</b>
<b>TOTAL ANNUAL INCOME</b>	<b>471,483.60</b>	<b>444,037.00</b>	<b>-27,446.60</b>
<b>PROGRAM EXPENSES</b>			
Family Counselor	66,240.00	66,240.00	0.00
SCSC	55,000.00	55,000.00	0.00
Day Home	18,000.00	17,000.00	-1,000.00
HELP	2,500.00	2,500.00	0.00
Home Support	50,000.00	39,236.00	-10,764.00
Sharebear Playschool	-	2,000.00	2,000.00
CARS	-	1,000.00	1,000.00
Parent Link	-	1,550.00	1,550.00
Community Outreach	51,340.00	52,650.00	1,310.00
Community Engagement	47,087.80	13,000.00	-34,087.80
Community Development	15,000.00	15,000.00	0.00
FCSS Administration	126,047.00	124,000.00	-2,047.00
<b>TOTAL PROGRAM EXPENSES</b>	<b>431,214.80</b>	<b>389,176.00</b>	<b>-42,038.80</b>

<b>OPERATION EXPENSES</b>			
Advertising & Promotion	2,500.00	2,500.00	0.00
Resources & Membership Fees	2,000.00	2,000.00	0.00
Training Expenses	3,500.00	3,500.00	0.00
Audit	4,500.00	4,500.00	0.00
Insurance	1,250.00	1,250.00	0.00
Photocopying	1,200.00	1,200.00	0.00
Bank Charges	475.00	475.00	0.00
Equip Rental & Maintenance	4,500.00	4,500.00	0.00
Equipment Purchase	3,500.00	3,500.00	0.00
Maintenance & Repairs	13,000.00	13,000.00	0.00
Telephone	6,000.00	6,000.00	0.00
Relief Staff	5,000.00	5,000.00	0.00
Staff Expense	3,500.00	3,500.00	0.00
Board Expense	2,500.00	2,500.00	0.00
Postage	500.00	500.00	0.00
Office Expense	3,750.00	3,750.00	0.00
<b>TOTAL OPERATION EXPENSES</b>	<b>57,675.00</b>	<b>57,675.00</b>	<b>0.00</b>
<b>TOTAL ANNUAL EXPENSES</b>	<b>488,889.80</b>	<b>446,851.00</b>	<b>-42,038.80</b>
<b>NET INCOME (LOSS)</b>	<b>(17,406.20)</b>	<b>(2,814.00)</b>	<b>-20,220.20</b>

S. Walker and C. MacDonell advised Council that the 2020 Budget implicates an inclusion of \$196,435 in the Town's 2020 Budget for the FCSS representing \$39,287 in Town Funding (20%) and \$157,148 in Provincial Funding (80%).

Mayor Nolls thanked S. Walker and C. MacDonell for their presentation. FCSS continues to be a great asset for the community.

**Motion 19:12:03**

Moved by Councillor Smith that the Town of Stettler Council approve the balanced 2020 Operating Budget for the FCSS in the amount of \$446,851 as presented and further approves the inclusion of \$196,435 in the Town's 2020 Budget for the FCSS representing \$39,287 in Town Funding (20%) and \$157,148 in Provincial funding (80%).

MOTION CARRIED  
 Unanimous

S. Walker and C. MacDonell left the meeting at 7:02 p.m.

(b) Rhonda O'Neill & Barb Gano – Stettler Public Library 2020 Budget – 7:00 P.M.

Mayor Nolls welcomed R. O'Neill and B. Gano to the meeting.

R. O'Neill and B. Gano provided a general overview of the the services offered by the Stettler Public Library and user statistics. The delegates outlined their many program and event highlights from 2019 and provided a value estimate for these services.

The delegates detailed their annual expenses and sources of income, and gave recognition to their supporters. R. O'Neill and B. Gano then presented the 2020 Stettler Public Library Budget.

	2019 Budget	2020 Budget
<b>REVENUE</b>		
Donations / Fundraising	19,600.00	\$24,533.00
Grants	81,877.00	\$82,727.00
Other Revenue	350.00	\$450.00
Sales and Services	5,414.90	\$4,300.00
Requisitions		
Town of Stettler	245,702.05	\$250,181.69
County of Stettler	132,301.10	\$134,713.21
<b>TOTAL REVENUE</b>	<b>485,245.05</b>	<b>496,904.90</b>
<b>EXPENSES</b>		
Board Expenses	\$3,700.00	\$3,700.00
Equipment	\$15,000.00	\$17,000.00
Fundraising Expenses	\$4,000.00	\$4,000.00
Library Materials	\$33,900.00	\$33,550.00
Office & Maintenance	\$60,650.00	\$60,500.00
Audit & Bank Fees	\$4,050.00	\$1,700.00
Requisitions Payable	\$5,800.00	\$5,912.00
Staff Expenses	\$9,650.00	\$9,250.00
Staff Remuneration	\$348,495.00	\$361,292.00
<b>TOTAL EXPENSES</b>	<b>\$485,245.00</b>	<b>\$496,904.00</b>

Mayor Nolls thanked R. O'Neill and B. Gano for their presentation and commended them for the excellent community service they continue to provide.

**Motion 19:12:04**

Moved by Councillor Pfeiffer that the Town of Stettler Council approve the Stettler Public Library 2020 Operating Budget as presented with a Town contribution of \$250,181.69.

MOTION CARRIED  
Unanimous

R. O'Neill and B. Gano left the meeting at 7:20 P.M.

(c) Stacey Benjamin & Dave Goodwin – Board of Trade 2020 Budget – 6:35 P.M.

Mayor Nolls welcomed S. Benjamin and D. Goodwin to the meeting.

S. Benjamin and D. Goodwin highlighted the annual projects and events organized by the Board of Trade, including:

- Trade Show
- SWS Parade
- Taste of the Heartland
- Think Local, Shop Stettler
- Stettler Pheasant Festival
- Awards Gala
- Heart of Alberta Dollars

S. Benjamin and D. Goodwin also spoke on the economic development and tourism aspects of the Board of Trade.

S. Benjamin and D. Goodwin presented the proposed 2020 Stettler Regional Board of Trade Budget.

Financial Implications

2020 BOT Revenue - \$222,050

2020 BOT Expense - \$558,260

2020 Budget (net) - \$336,210 (2019 - \$293,217 - diff \$42,993 – 14.7%)

(net contribution (From business taxes, business licenses and general taxes)

- \$6,400 – Business Taxes (2020 Budget)
- \$86,250 – Business Licenses (2020 Budget)
- \$243,560 – General Taxes (2019 - \$200,567 - diff = \$42,993 = 21.4% - salaries \$20,360, telephone upgrade - \$5000, chairs - \$4000, 40<sup>th</sup> Anniversary Trade Show - \$7000, float maintenance - \$2000, insurance - \$1150, advertising - \$1000, and janitor floors stripped - \$1150)

Prior net contributions

2019 - \$293,217

2018 - \$258,607

2017 - \$251,168

2016 - \$251,172

2015 - \$217,670

2014 - \$240,110

2013 - \$208,830

2012 - \$205,670

2011 - \$227,870

2010 - \$218,005

2009 - \$160,450

Mayor Nolls thanked S. Benjamin and D. Goodwin for their presentation and congratulated them on another successful year of events and programs.

**Motion 19:12:05**

Moved by Councillor Fischer that the Town of Stettler Council refer the Stettler Regional Board of Trade 2020 Budget as presented, with a net contribution of \$336,210 from the Town, to the Council 2020 Interim Operating Budget meeting on December 10, 2019.

MOTION CARRIED  
 Unanimous

S. Benjamin and D. Goodwin left the meeting at 6:52 P.M.

(d) Greg Hayden & Guy Neitz – Clearview Board of Trustees – 7:30 P.M.

Mayor Nolls welcomed G. Hayden and G. Neitz to the meeting.

G. Hayden and G. Neitz advised that a review of the K-12 Funding Framework is being undertaken by Assistant Deputy Minister Gene Williams. The Minister has encouraged Trustees to voice their opinions on the matter, and Clearview has drafted a letter in response.

The letter stresses the importance of the current funding for small schools, particularly the dependence on Small Schools by Necessity (SSbN) and Equity of Opportunity (EoO). Issues that Clearview Public Schools District currently face include:

- Declining/static enrollments (affecting per student funding)
- Long bus rides
- Provincial budget cuts (net loss of \$450,000)
- Insurance
- A funding shortfall of \$1.5 million causing schools to draw on reserves

The following statistics were provided to show the effects of SSbN and EoO funding in the smaller schools in the Clearview Public Schools District.

		<u>FTE students</u>	<u>% of funding</u>
Big Valley	K-9	88.5	27%
Botha	K-9	57.0	27%
Brownfield	K-9	41.5	40%
Byemoor	K-9	25.5	51%
Donalda	K-9	59.0	34%
Erskine	K-9	130.5	18%
Gus Wetter (Castor)	K-12	228.5	11%
Coronation	K-12	255.5	10%

G. Hayden and G. Neitz advised that on January 27<sup>th</sup>, ASBA Zone 4 will be presenting a Partnership Presentation to the Shared-Use Recreational Facilities Committee in the hopes of continuing to continue working with the County of Stettler No. 6 and ECC School Division on a shared transportation unit and mandatory entry-level training done in-house.

G. Hayden and G. Neitz concluded that Clearview is requesting that Town Council continue to advocate for the "Rural School Lifestyle."

Mayor Nolls thanked G. Hayden and G. Neitz for their informative presentation.

G. Hayden and G. Neitz left the meeting at 7:43 p.m.



6. Administration:

(a) Stettler Town & County Museum 2020 Budget

Assistant CAO S. Gerlitz advised that the continued support and funding increase over the years has been very noticeable to the Stettler Town & County Museum. The facility has improved its appearance, increased an interest throughout the community and maintained a balance with a continuum of part-time staff.

Pending future funding, the Museum is planning the following improvements in 2020:

- Building Maintenance to keep the artifacts secure from environmental changes.
- Roof, door and window improvements.
- New fundraising events and programming.
- Create strategic long-term improvements.

Assistant CAO S. Gerlitz presented the Stettler Town & County 2020 Budget.

Stettler Town & Country Museum

Budget for the Year Ending November 30, 2019 (as of November 22, 2019)

	Budget 2018	Actual 2018	Budget 2019	Actual 2019	Budget 2020
<b>Receipts</b>					
Grants		\$0	\$0	\$0	\$0
County of Stettler	\$34,000	\$30,000	\$34,000	\$0	\$34,000
Town of Stettler	\$34,000	\$34,000	\$34,000	\$34,000	\$34,000
Summer Staff Funding	\$15,000	\$22,608	\$25,000	\$16,648	\$20,000
Other (Gov't of Alta. Re Donations)	\$1,500	\$0	\$0	\$0	\$0
	\$84,500	\$86,608	\$93,000	\$50,648	\$88,000
Donations & Bequests Cash	\$5,000	\$4,106	\$5,000	\$7,962	\$5,000
Donations in Kind	\$1,000		\$0	\$0	\$0
Functions	\$10,000	\$12,992	\$15,000	\$17,199	\$15,000
Casino Fund Raiser	\$30,000	\$23,050	\$0	\$0	\$0
Interest	\$0	\$200	\$200	\$2,083	\$1,000
Memberships & Admissions	\$4,000	\$4,200	\$4,500	\$4,295	\$4,500
Rent	\$1,200	\$1,200	\$1,200	\$1,000	\$1,200
	\$51,200	\$41,642	\$25,900	\$32,538	\$26,700
<b>Expenditures</b>					
Buildings Grounds & Artefacts Cash	\$25,000	\$13,732	\$15,000	\$19,943	\$15,000
Insurance	\$4,500	\$3,608	\$4,000	\$3,952	\$4,100
Office Cleaning & Sundry	\$7,000	\$3,194	\$5,000	\$4,378	\$5,000
Office Fixtures & Equip	\$5,000	\$9,291	\$5,000	\$1,157	\$2,000
New Construction	\$50,000	\$0	\$50,000	\$0	\$0
Utilities	\$8,000	\$6,683	\$8,000	\$7,306	\$8,000
Wages & Benefits	\$75,000	\$81,534	\$85,000	\$80,614	\$85,000
	\$174,500	\$118,042	\$172,000	\$117,350	\$119,100
Surplus (Deficit) for Year	-\$38,800	\$10,209	-\$53,100	-\$34,164	-\$4,400

Potential Casino date Feb 2021

**Motion 19:12:06**

Moved by Councillor Lawlor that the Town of Stettler Council accept the Stettler Town & Country Museum 2020 Budget as presented, and approve financial assistance for the Stettler Town & Country Museum in the amount of \$34,000 within the Town's 2020 Operating Budget.

MOTION CARRIED  
 Unanimous

(b) Water Treatment Plant – 2020 Chemical Award

CAO G. Switenky advised that every year a Chemical Supply Bid is sent to suppliers for process chemicals. Historically, the Water Treatment Plant uses an average of \$160,000 annually for chemical. The 2020 operating budget for chemicals is set at \$170,000. Within the memorandum is the summary of bids and selected suppliers. Prices are NSF/ANSI Standard 60 Certified.

**Motion 19:12:07**

Moved by Councillor Smith that the Town of Stettler Council award the 2020 Chemical Supply Bids to Cleartech, Brenntag, and Chemtrade for the chemicals outlined in the handout.

Chemical Name	Estimated Quantity (kg)	2019 (\$/kg)	Cleartech \$/kg	Chemtrade \$/kg	Brenntag \$/kg
Aluminum Sulphate Liquid (48.5%)	207000	0.362		0.397	
Citric Acid	800	1.99	1.89		
Copper Sulphate	1600	5.40	5.55		4.77
Sulphuric Acid (93%)	22000	0.604	0.595		
Powder Activated Carbon	4000	3.18	2.97		
Clearfloc AP1065	300	10.88	8.99		
Chlorine Gas	7256	1.53	1.59		4.69
Aqua Ammonia (29%)	5100	1.545			1.54
Hydrofluosilicic Acid (19.8%)	6300	1.54	1.62		1.55
Sodium Hydroxide (25%)	120000	0.36	0.333		0.44
Sodium Hypochlorite (12%)	8856	0.88	0.9		0.99
Citric Acid (50%)	3900	1.42	1.58		
Calcium Thiosulphate (20-30%)	3840	1.57	1.62		3.82
Hydrogen Peroxide	31,000 L	1.9	1.53		
Polydex Bacteriostatic Algaecide	4000	8.42	8.42		
Magnafloc LT 225	300	6.37			6.94

MOTION CARRIED  
 Unanimous

(c) Meeting Dates

- Wednesday, December 4 – Town & County Joint Meeting – 5:30pm
- Monday, December 9 – Regional Water Meeting – 1pm
- Tuesday, December 10 – 2020 Interim Budget Meeting – 3pm
- Tuesday, December 10 – COW – 4:30pm
- Tuesday, December 17 – Council – 6:30pm
- Tuesday, January 7 – Council – 6:30pm
- Tuesday, January 14 – COW – 4:30pm
- Tuesday, January 21 – Council – 6:30pm

(h) Accounts Payable in the amount of \$946,689.36

**Motion 19:12:08**

Moved by Councillor Barros that Accounts Payable in the amount of \$946,689.36 (\$4,444,68 + \$18,436.14 + \$35,369.74 + \$42,611.70 + \$43,978.31 + \$62,369.73 + \$227,338.45 + \$512,140.61 +) for the period ending December 3<sup>rd</sup>, 2019 for having been paid, be accepted as presented.

MOTION CARRIED  
 Unanimous

7. **Council:**

Councillors outlined highlights of meetings they attended.

(a) Mayor Nolls

- November 19 – Sandra Schmurler Cheque Presentation
- November 20 – Economic Development Committee Meeting
- November 20 – Talk of the Town
- November 21 – Signed Cheques at the Town Office
- November 25 – 100 Men Club Meeting
- November 27 – Talk of the Town
- November 29 – Signed Cheques at the Town Office
- November 29 – Moonlight Madness Tree Lighting
- November 30 – Festival of Lights Gala
- December 2 – Crime Prevention Meeting with RCMP and Local Business Owners
- December 2 – Holiday Interview with CBC Radio Edmonton

(b) Councillor Barros

November 19 – Sandra Schmurler Cheque Presentation  
November 26-28 – Festival of Lights Volunteering  
November 30 – Festival of Lights Gala  
December 3 – Town of Stettler Social Media Training

(c) Councillor Campbell

November 19 – Sandra Schmurler Cheque Presentation  
November 21 – Red Deer River Municipal Users Group Meeting  
November 30 – Moonlight Madness Tree Lighting  
December 2 – Red Deer River Watershed Alliance Meeting  
3kand Work Plan

(d) Councillor Fischer

November 8 – Municipal Summit with MLA Note Horner  
November 12 – Committee of the Whole Meeting  
November 15 – Campus Alberta Interviews  
November 25 – 100 Men Club Meeting  
December 3 – Social Media Training

(e) Councillor Lawlor

November 19 – Sandra Schmurler Cheque Presentation  
November 20 – Economic Development Committee Meeting  
November 25 – 100 Men Club Meeting  
November 27 – Stettler Public Library Meeting  
November 28 – Heartland Youth Centre Boys Club Big Brother Event  
December 3 – Town of Stettler Social Media Training

(f) Councillor Pfeiffer

November 19 – Sandra Schmurler Cheque Presentation  
November 20 – Economic Development Committee Meeting  
November 26-27 – Festival of Lights Performance and Volunteering  
November 30 – Festival of Lights Gala  
December 3 – Town of Stettler Social Media Training

(g) Councillor Smith

November 30 – Festival of Lights Gala  
December 3 – Town of Stettler Social Media Training

**Motion 19:12:09**

Moved by Councillor Campbell that the Town of Stettler approve the Council Reports as presented.

MOTION CARRIED  
Unanimous

8. **Minutes:** (a) None

9. **Public Hearing:** (a) None

10. **Bylaws:** (a) Bylaw 2122 – 19 – Emergency Advisory Committee

Mayor Nolls explained that Bylaw 2122 – 19 is a bylaw to establish an Emergency Advisory Committee and an Emergency Management Agency.

**Motion 19:12:10**

Moved by Councillor Smith that the Town of Stettler Council give first reading to Bylaw 2122 – 19 as presented.

MOTION CARRIED  
Unanimous

**Motion 19:12:11**

Moved by Councillor Lawlor that the Town of Stettler Council give second reading to Bylaw 2122 – 19 as presented.

MOTION CARRIED  
Unanimous

**Motion 19:12:12**

Moved by Councillor Barros that the Town of Stettler Council give permission for third and final reading to Bylaw 2122 – 19 as presented.

MOTION CARRIED  
Unanimous

**Motion 19:12:13**

Moved by Councillor Fischer that the Town of Stettler Council give third and final reading to Bylaw 2122 – 19 as presented.

MOTION CARRIED  
Unanimous

11. **Correspondence:**

- (a) Junior Achievers Southern Alberta – East Central 2019 Programs Summary
- (b) Alberta Environment & Parks – Revised Lead MAC for Drinking Water Systems
- (c) Gladys Andersen – Resident Letter
- (d) Alberta Municipal Affairs – Changes to ICF and IDP Requirements
- (e) FCM – 2020 Membership Fee
- (f) Canadian Badlands Tourism – Letter of Support Request

**Motion 19:12:14**

Moved by Councillor Fischer that the Town of Stettler Council accept the correspondence items (a-f) for information.

MOTION CARRIED  
Unanimous

12. **Items Added:**

- (a) None

13. **In-Camera Session:**

- (a) Golf Course Lease Renewal – Third Party Information – FOIP - Section 16

**Motion 19:12:15**

Moved by Councillor Barros that the Town of Stettler Council proceed into an In-Camera Session with the CAO and Assistant CAO present to discuss the In-Camera items.

MOTION CARRIED  
Unanimous at 8:41 p.m.

**Motion 19:12:16**

Moved by Councillor Fischer that the Town of Stettler Council return to the regular meeting.

MOTION CARRIED  
Unanimous at 9:32 p.m.

14. **Adjournment:**

**Motion 19:12:17**

Moved by Councillor Campbell that this regular meeting of the Town of Stettler Council be adjourned.

MOTION CARRIED  
Unanimous at 9:32 p.m.

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Mayor

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Assistant CAO

MINUTES OF THE COMMITTEE OF THE WHOLE MEETING  
DECEMBER 10, 2019

Present: Mayor S. Nolls, Councillors C. Barros, A. Campbell, M. Fischer, G. Lawlor, S. Pfeiffer & W. Smith

CAO G. Switenky  
Assistant CAO S. Gerlitz  
Director of Planning and Development L. Graham  
Manager of Recreation & Culture B. Robbins  
Corporate Communications Coordinator L. Angus

Absent: None.

Call to Order: Mayor S. Nolls called the meeting to order at 5:04 p.m.

1. Agenda Additions/Deletions - None

2. Agenda Approval

Moved by Councillor Fischer that the agenda be approved as presented.

MOTION CARRIED  
Unanimous

3. 4:30 p.m. – Leann Graham, Brad Robbins & Lara Angus – Corporate Identity Committee

Mayor Nolls welcomed L. Graham, B. Robbins and L. Angus to the meeting.

Director of Planning & Development L. Graham provided background on the conception of the Corporate Identity Committee and why Corporate Identity and Communications was voted as a top priority at the last two Strategic Planning Meetings. L. Graham reminded the Committee of the three-phase action plan that was presented to Committee of the Whole earlier in the year.

L. Angus provided an update on the Committee's progress on the first phase of the action plan. The first objective of phase one is to streamline the Town of Stettler and Stettler Recreation Centre Facebook presence. L. Angus advised that the Committee provided social media training to twenty employees and Members of Council earlier in the month, and that a strategy has been created to eliminate redundant Facebook accounts and account administrators. The strategy can be enacted following the approval of the Organizational Communications Policy.

The second objective of the first phase of the action plan is to refine internal policy. L. Angus advised that the Town of Stettler currently does not have a policy regulating Communications and that the Employee Code of Ethics has not been revised since 2001. L. Angus advised that both policies are complete in draft versions and, pending feedback, the policies will be presented for approval at the December 17<sup>th</sup> Council Meeting.

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L. Angus advised that the third phase of the action plan is to educate employees and council on best communication and engagement practices. Social media training was a part of this initiative, and Microsoft Outlook training is booked for January 2020, A "Lunch & Learn" series is being discussed pending employee interest.

L. Angus advised that the Committee has also begun work on the second and third phases of the action plan. Completed actions included in the second phase of the plan include:

- Establishing an ongoing interview schedule with local media.
- Identifying candidates for a potential website redesign and mobile app development.
- Developing templates and protocols for single and joint press releases.

Completed actions outlined in the third phase of the plan include:

- New branded apparel was chosen and designed for Council and Senior Staff.
- The Town of Stettler logo statistics have been obtained.
- Stationary and Promotional Material Inventory has been completed.
- New promotional materials have been designed.

L. Angus proceeded to outline the Committee's phase two goals for the upcoming Year, including engaging more media outlets, commissioning and executing a website redesign and potentially commissioning a mobile application. The Town of Stettler website was analyzed and compared to another municipal example, which included an adjoined mobile app.

Discussion regarding the presentation and brand consistency, the 2019 Communications Report and two proposed policies ensued.

Mayor Nolls thanked L. Graham, B. Robbins and L. Angus for their presentation.

L. Graham, B. Robbins and L. Angus left the meeting at 5:45 p.m.

4. 2020-2024 Curbside Garbage/Recycling Collection and Disposal, Compost Site Collection and Disposal Proposal

Assistant CAO S. Gerlitz advised that the deadline for submissions for the Curbside Garbage/Recycling Collection and Disposal, Compost Site Collection and Disposal RFP was December 4<sup>th</sup>, 2019. The contract is for January 1, 2020 to December 31, 2024. During this transition, service delivery will remain the same and there will be no disruption to residents.

Assistant CAO S. Gerlitz advised that the current contract requires garbage collection (automated cart) to be picked up at the laneway / curbside weekly and the recyclables picked up (manually) every two weeks for Eligible Residential Customers. The Town of Stettler currently provides automated carts for waste collection and

**COMMITTEE MINUTES  
DECEMBER 10, 2019  
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recycling “green box” containers. The Town of Stettler also implements a Compost Collection Site System. The Compost Collection includes twenty-three (23) 6-year bins located at 9 locations within the Town of Stettler Municipal Boundaries.

Proposals were received by five (5) organizations:

Total Yearly Cost Summary	2020 Cost	Total 5 Year Contract Cost
C & S Disposal Inc.	\$285,780.24	\$1,464,264.60
Empirham Disposal Corp.	\$314,076.84	\$1,590,316.68
Environmental 360 Solutions (E360S)	\$357,213.84	\$1,877,631.48
Waste Connections of Canada	\$436,294.44	\$2,293,245.60
L & M Waste Removal Ltd (Composting / Bins only)	\$123,480.00	\$617,400.00
2019 Total Yearly Cost	\$297,885.00	
<b>2020 Total Yearly Cost (Interim Budget Estimate)</b>	<b>\$330,700.00</b>	

Based on cost, resources, and the level of service proposed, Assistant CAO S. Gerlitz proposed that the Committee of the Whole recommend to Town of Stettler Council to approve the 5-year contract with C&S Disposal Inc. for the Curbside Garbage/Recycling Collection and Disposal, Compost Site Collection and Disposal.

Moved by Councillor Smith that the Committee of the Whole recommend to Town of Stettler Council to approve the 5-year contract with C & S Disposal Inc. for the Curbside Garbage / Recycling Collection and Disposal, Compost Site Collection and Disposal from January 1, 2020 to December 31, 2024 at a cost of:

- 2020 - \$285,780.24
- 2021 - \$285,780.24
- 2022 - \$291,664.20
- 2023 - \$297,556.56
- 2024 - \$303,483.36
- Total 5-Year Contract Cost - \$1,464,264.60

MOTION CARRIED  
Unanimous

5. Additions - none

6. Adjournment

Moved by Councillor Campbell that the Committee of Whole Meeting be adjourned.

MOTION CARRIED  
Unanimous at 6:22 p.m.



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Mayor

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Assistant CAO

## MEMORANDUM

**To:** Greg Switenky, CAO

**From:** Steven Gerlitz, Asst. CAO

**Date:** December 17, 2019

**Re:** Committee of the Whole Recommendations – December 10, 2019

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### Recommendation

Moved by Councillor Smith that the Committee of the Whole recommend to Town of Stettler Council to approve the 5-year contract with C & S Disposal Inc. for the Curbside Garbage / Recycling Collection and Disposal, Compost Site Collection and Disposal from January 1, 2020 to December 31, 2024 at a cost of:

- 2020 - \$285,780.24
- 2021 - \$285,780.24
- 2022 - \$291,664.20
- 2023 - \$297,556.56
- 2024 - \$303,483.36
- Total 5-Year Contract Cost - \$1,464,264.60

MOTION CARRIED  
Unanimous

**MEMORANDUM**

**To:** Greg Switenky  
**From:** Leann Graham  
**Date:** December 13, 2019  
**Re:** North West Area Structure Plan Proposal Award

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**Background**

Approved 2019 capital budget of \$25,000 to redevelop the existing North West Area Structure Plan (NW ASP) dated February 5, 1985. The New NW ASP will reflect the development that has occurred in the area and ensure all necessary planning is in place to accommodate future development. The New NW ASP will include a servicing plan, storm water modelling, road alignments, lot plan and phasing plan.

**Summary of Proposals Received:**

Al-Terra Engineering (Red Deer) Ltd.	\$26,017.44
Tagish Engineering Ltd.	\$67,830.00
MPE Engineering Inc.	\$108,000.00

\*pricing does not include GST.

**Recommendation:**

Administration respectfully recommends that based on proposal content and pricing that the Town of Stettler Council award the North West Area Structure Plan Proposal to Al-Terra Engineering (Red Deer) Ltd for \$26,017.44 to be funded from the 2019 Capital Budget.



Area Structure Plan Site as Outlined Below



# MEMORANDUM

**To:** Greg Switenky, CAO

**From:** Steven Gerlitz, Assistant CAO

**Date:** December 11, 2019

**Re:** Interim Operating Budget 2020

## Recommendation:

That the Town of Stettler Council adopt, per Section 242(2) of the *Municipal Government Act*, the Interim 2020 – 2022 Operating Budget Estimates with Expenditures totaling \$17,927,471, Revenues totaling \$18,952,898 and Amount Available for Capital of \$1,025,427 for the year 2020 as an Interim Operating Budget for that part of 2020 prior to the Operating Budget being adopted by Council.

## Background

Section 242 of the *Municipal Government Act (MGA)* requires Council to adopt an operating budget for each calendar year. Section 242 further states that a Council may adopt an interim operating budget for part of a calendar year. Since the Town's 2020 Operating Budget will not be adopted until April/May 2020, an interim operating budget is required to provide legal expenditure authority per Section 248 of the *MGA*.

The interim operating budget is not used to set definitive property tax rates; rather it is used as the authority to provide services, programs and overall corporate continuity. It is further used by Council to justify the setting all municipal utility rates for the subsequent year. An interim operating budget ceases to have any effect when the operating budget and tax/mill rate bylaw is adopted.

The three-year Interim Operating Budget forecasts the following property tax increases for municipal purposes:

2020	1%	(subject to further detailed review prior to setting the 2020 Tax Rate)
2021	1%	
2022	1%	

And also forecasts the following municipal utility **Bylaw** rate increases effective January 1, 2020:

- Proposed **Municipal Tax** increase of **1%** (\$87,637)
- Proposed **Water Rate** increase of **\$0.02m<sup>3</sup>** (\$2.80 to \$2.82) (\$12,004)
- Proposed **Sewer Rate** increase of **\$0.25** (\$22.50 to \$22.75) (\$6,335)
- Proposed **Garbage Rate** increase of **\$0.25** (\$23.50 to \$23.75) (\$6,570)
- Proposed **Recycling Rate** no change **\$0.00** (\$6.50 to \$6.50) (\$0.00)
- Proposed Financial Impact on Average Residential Customer (**municipal only**) **+0.90%**

Council and Senior Administration held an Interim Operating Budget Session on December 10, 2019 at which time Council reviewed the financial impacts on three consecutive years of organizational activities 2020 – 2022. As part of the deliberations Council also considered the following funding requests:

## 2020 Funding Requests

- STARS - \$2 per capita - \$11,904 – after discussion, it was agreed to add the STARS Contribution of \$11,904 to the Interim Budget as an individual line item within the budget document
- Music Festival – after discussion and a review of the financial information submitted by the Music Festival Committee, it was agreed to accept the funding request for information
- Steele Wheel Stampede - \$10,000 (2017-\$10,000, 2018-\$10,000, 2019-\$10,000) – it was noted that The Steele Wheel Stampede Delegation will be attending Council on January 7, 2020

Total Operational Budget Summary Memo	2018	2019	2020	Difference	2021	2022
Amount available for capital	\$1,026,905	\$1,076,350	\$1,025,427	-\$50,923	\$958,316	\$938,465
Minor capital in operations	\$493,320	\$517,530	\$528,300	\$10,770	\$522,300	\$523,200
Insurance	\$175,248	\$168,156	\$171,510	\$3,354	\$174,960	\$178,460
Community Partners	\$2,026,794	\$2,139,179	\$2,245,370	\$106,191	\$2,221,052	\$2,385,752
Salaries and benefits	\$5,717,710	\$5,784,230	\$6,209,960	\$425,730	\$6,319,500	\$6,458,450
Labour Contingency	\$50,000	\$50,000	\$0	-\$50,000	\$0	\$0
Electricity (rate/MWh 2018 - \$58.29, 2019 & 2020 - \$53.10, 2021 & 2022 - \$43.92)	\$906,452	\$904,920	\$861,757	-\$43,163	\$838,987	\$857,355
Natural Gas (2018-2022) -\$2.67 from \$3.75 / include federal carbon tax -1.51/GJ - \$34,377	\$175,955	\$180,134	\$185,396	\$5,262	\$197,250	\$210,841
Electricity and natural gas contingency	\$30,000	\$30,000	\$0	-\$30,000	\$0	\$0
Debenture debt servicing (2018 - lagoon & 52ave)	\$806,110	\$760,003	\$691,596	-\$68,407	\$691,590	\$694,400
Policing Contract - (2020 Based on Actual Budget Numbers from RCMP - allotment 8 members / budget for 7)	\$1,141,849	\$1,071,838	\$956,072	-\$115,766	\$1,009,439	\$1,015,282
Assessment Contract	\$80,958	\$81,855	\$81,989	\$134	\$82,123	\$83,794
Bylaw enforcement contract	\$151,832	\$155,627	\$159,518	\$3,891	\$163,506	\$167,594
Garbage collection contract	\$179,696	\$185,910	\$207,210	\$21,300	\$212,789	\$217,700
Recycling collection contract	\$109,140	\$111,975	\$123,457	\$11,482	\$126,836	\$130,007
<b>Operational Budget Summary</b>	<b>\$13,071,969</b>	<b>\$13,217,707</b>	<b>\$13,447,562</b>	<b>\$229,855</b>	<b>\$13,518,648</b>	<b>\$13,861,300</b>
ASFF	\$2,322,113	\$2,314,984	\$2,334,809	\$19,825	\$2,357,522	\$2,386,291
<b>Total Operational Budget Summary Memo</b>	<b>\$15,394,082</b>	<b>\$15,532,691</b>	<b>\$15,782,371</b>	<b>\$249,680</b>	<b>\$15,876,170</b>	<b>\$16,247,591</b>
<b>Total Operational Budget Expenditures</b>	<b>\$17,318,754</b>	<b>\$17,677,384</b>	<b>\$17,927,471</b>		<b>\$18,211,383</b>	<b>\$18,436,548</b>
	88.89%	87.87%	88.03%		87.18%	88.13%

The 2020 interim operating budget estimates the combined amount available for capital expenditure purposes to be \$1,025,427 (General \$635,497 & Utility \$389,930).

Town Council and Administration consider the property tax and utility rate increase estimates included in the 2020 – 2022 Interim Operating Budget necessary given the present and future obligations required in our community. The three-year forecast reflects Council's intent to be fiscally responsible and accountable to its residents.

The 2020 – 2022 Interim Operating Budget enables Council to sustain the current high level (Mission Statement: To Provide a High Quality of Life...) of public services, facilities and utilities for all Stettler residents and visitors, as well as continue to renew aging capital infrastructure and equipment on an affordability basis.

## 2020 – 2022 Budget Highlights

	2014	2015	2016	2017	2018	2019	2020	2021	2022
Total Revenues	\$15,787,405	\$16,344,323	\$17,475,500	\$17,785,191	\$18,345,659	\$18,753,734	\$18,952,898	\$19,181,603	\$19,386,917
Total Expenditures *	\$14,817,975	\$15,421,559	\$16,184,230	\$16,801,224	\$17,318,754	\$17,677,384	\$17,927,471	\$18,223,287	\$18,448,452
<b>Net Revenue Generated</b>	<b>\$969,430</b>	<b>\$922,764</b>	<b>\$1,291,270</b>	<b>\$983,967</b>	<b>\$1,026,905</b>	<b>\$1,076,350</b>	<b>\$1,025,427</b>	<b>\$958,316</b>	<b>\$938,465</b>
<b>Available for Capital</b>									
Utility Source Capital	\$561,500	\$629,283	\$579,417	\$523,839	\$445,438	\$396,822	\$389,930	\$375,413	\$347,014
General Source Capital	\$407,930	\$293,481	\$711,854	\$460,128	\$581,467	\$679,528	\$635,497	\$582,903	\$591,451
<b>Net Revenue Generated</b>	<b>\$969,430</b>	<b>\$922,764</b>	<b>\$1,291,271</b>	<b>\$983,967</b>	<b>\$1,026,905</b>	<b>\$1,076,350</b>	<b>\$1,025,427</b>	<b>\$958,316</b>	<b>\$938,465</b>
<b>Plus External Grants (pending)</b>									
Basic Municipal Transportation Grant	\$344,880	\$344,880	\$344,880	\$344,880	\$357,120	\$357,120	\$357,120	\$357,120	\$357,120
Federal Gas Tax (FGTF)	\$325,631	\$301,327	\$309,892	\$310,904	\$328,277	\$672,579	\$346,344	\$346,344	\$346,344
MSI Operating - Police	\$54,446	\$54,445	\$53,284	\$52,513	\$53,680	\$54,199	\$53,391	\$53,484	\$53,484
MSI Capital	\$1,063,495	\$1,125,861	\$1,043,475	\$1,947,237	\$561,531	\$566,378	\$945,165	\$867,888	\$867,888
<b>Total Grants</b>	<b>\$1,788,452</b>	<b>\$1,826,513</b>	<b>\$1,751,531</b>	<b>\$2,655,534</b>	<b>\$1,300,608</b>	<b>\$1,650,276</b>	<b>\$1,702,020</b>	<b>\$1,624,836</b>	<b>\$1,624,836</b>
<b>Total New Available Funds</b>	<b>\$2,757,882</b>	<b>\$2,749,277</b>	<b>\$3,042,802</b>	<b>\$3,639,501</b>	<b>\$2,327,513</b>	<b>\$2,726,626</b>	<b>\$2,727,447</b>	<b>\$2,583,152</b>	<b>\$2,563,301</b>

The 2020 – 2022 Interim Operating Budget includes continued funding for our Community Program Partners and regional joint collaborative initiatives as follows:

		2018	2019	2020	2019-2020 Difference	2021	2022
1	Family Community Support Services (FCSS-2017-Botha)	\$196,435	\$196,435	\$196,435	\$0	\$196,435	\$196,435
	Provincial Funding (80%) - \$157,148						
	Municipal Funding (20%) - \$39,287						
2	Museum	\$34,000	\$34,000	\$34,000	\$0	\$34,000	\$34,000
3	Board of Trade (net) (14.5% increase - salaries, chairs, phone system, trade show, float, insurance, advertising)	\$209,607	\$244,217	\$287,210	\$42,993	\$297,677	\$303,686
	Community Event	\$5,000	\$5,000	\$5,000		\$5,000	\$5,000
	Community Event - Steel Wheel Stampede	\$10,000	\$10,000	\$10,000		\$10,000	\$10,000
	Community Event - Adult Learning Council		\$3,000	\$3,000		\$3,000	\$3,000
	Community Development (\$44,000 - Programs)	\$34,000	\$31,000	\$31,000		\$31,000	\$31,000
4	Beautification - HBC (grant)	\$22,200	\$22,200	\$22,200	\$0	\$22,200	\$22,200
5	Public Library 2-74-11-00-00-765 (1.8% increase)	\$237,244	\$245,702	\$250,182	\$4,480	\$256,378	\$259,563
6	Parkland Reg Library (requisition - (\$8.25 - \$8.55))	\$48,330	\$49,104	\$50,890	\$1,786	\$51,907	\$52,946
7	Senior Handi Bus Society (grant-2-62)	\$25,000	\$25,000	\$25,000	\$0	\$25,000	\$25,000
8	Senior Housing Authority (requisition) (5%)	\$314,393	\$331,307	\$347,873	\$16,566	\$265,267	\$383,530
9	Solid Waste Management (\$3-swma req/pop inc 5952)	\$369,024	\$386,880	\$404,736	\$17,856	\$422,592	\$440,448
10	Heartland Youth Centre (playground program)	\$40,000	\$50,000	\$50,000	\$0	\$50,000	\$50,000
11	Fire Protection (Town share - net / Honorarium/equip repair)	\$444,006	\$465,511	\$491,751	\$26,240	\$514,082	\$530,948
13	Airport (net)	\$37,555	\$39,823	\$36,094	-\$3,729	\$36,514	\$37,996
<b>Total Community Partners</b>		<b>\$2,026,794</b>	<b>\$2,139,179</b>	<b>\$2,245,370</b>	<b>\$106,191</b>	<b>\$2,221,052</b>	<b>\$2,385,752</b>
14	Education (ASFF)	\$2,322,377	\$2,314,984	\$2,334,809	\$19,825	\$2,357,522	\$2,386,291
15	Recreation (net)	\$2,214,680	\$2,202,951	\$2,480,729	\$277,778	\$2,503,040	\$2,546,194

## 2020 – 2022 Operating Budget Conclusion

	2016	2017	2018	2019	2020	2020	Diff
Assessment	\$265,140	\$265,140	\$265,140	\$265,140		\$265,140	
1% Tax (interim) 2020	\$1,731.64	\$1,766.27	\$1,801.60	\$1,837.63	\$18.38	\$1,856.01	\$18.38
Water Rate per Cubic Meter Based on 17 M3 per Month - (2017 - \$2.78 / 2018 - \$2.79 / 2019 - \$2.80 / 2020 - \$2.82)	\$556.92	\$567.12	\$569.16	\$571.20	\$2.82 x 17m3 x 12	\$575.28	\$4.08
Water Fixed Rate - \$10.00 per Month	\$120.00	\$120.00	\$120.00	\$120.00	\$10 x 12	\$120.00	\$0.00
Sewer Fixed Rate per Month - (2017 = \$22.00 / 2018 = \$22.25 / 2019 = \$22.50 / 2020 = \$22.75)	\$258.00	\$264.00	\$267.00	\$270.00	\$22.75 x 12	\$273.00	\$3.00
Garbage Fixed Rate per Month - (2017 = \$23.00 / 2018 = \$23.25 / 2019 = \$23.50 / 2020 = \$23.75)	\$270.00	\$276.00	\$279.00	\$282.00	\$23.75 x 12	\$285.00	\$3.00
Recycling Fixed Rate - (2017 - \$6.25 / 2018 - \$6.25 / 2019 - \$6.50 / 2020 = \$6.50)	\$72.00	\$75.00	\$75.00	\$78.00	\$6.50 x 12	\$78.00	\$0.00
Total	\$3,008.56	\$3,068.39	\$3,111.76	\$3,158.83		\$3,187.29	\$28.46
	\$59.99	\$59.83	\$43.37	\$47.07		\$28.46	
Overall Percentage Change	2.03%	1.99%	1.41%	1.51%			0.90%



	<u>2018</u>	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>
	<b>\$10/month plus</b>	<b>\$10/month plus</b>	<b>\$10/month plus</b>	<b>\$10/month plus</b>	<b>\$10/month plus</b>
	<b>630,000 m<sup>3</sup></b>	<b>590,000 m<sup>3</sup></b>	<b>590,000 m<sup>3</sup></b>	<b>590,000 m<sup>3</sup></b>	<b>590,000 m<sup>3</sup></b>
	<b>@ \$2.7900 m<sup>3</sup></b>	<b>@ \$2.8000 m<sup>3</sup></b>	<b>@ \$2.8200m<sup>3</sup></b>	<b>@ \$2.8300 m<sup>3</sup></b>	<b>@ \$2.8400 m<sup>3</sup></b>
Revenue - Water	\$ 2,992,355	\$ 3,128,812	\$ 3,147,098	\$ 3,153,000	\$ 3,154,983
Expenditures - Water	\$ 2,816,041	\$ 3,033,843	\$ 3,095,880	\$ 3,104,212	\$ 3,124,925
Net Budget Impact	\$ 176,314	\$ 94,969	\$ 51,218	\$ 48,788	\$ 30,058
Net Depreciation, not included	\$ 297,241	\$ 299,040	\$ 298,358	\$ 297,677	\$ 289,846
Debenture Principal, included	\$ 145,570	\$ 148,220	\$ 154,780	\$ 161,640	\$ 163,700
Plus R.O.I. Included in Exp.	\$ 240,000	\$ 235,000	\$ 230,000	\$ 225,000	\$ 225,000
Debenture Interest, included in Exp.	\$ 96,830	\$ 87,300	\$ 80,660	\$ 73,720	\$ 66,470
	<u>2018</u>	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>
	<b>@ \$22.25/month</b>	<b>@ \$22.50/month</b>	<b>@ \$22.75/month</b>	<b>@ \$23.00/month</b>	<b>@ \$23.25/month</b>
Revenue - Sewer	\$ 948,010	\$ 941,490	\$ 950,675	\$ 953,102	\$ 955,529
Expenditures - Sewer	\$ 754,073	\$ 714,907	\$ 642,607	\$ 647,547	\$ 653,639
Net Budget Impact	\$ 193,937	\$ 226,583	\$ 308,068	\$ 305,555	\$ 301,890
Debenture Princ & Int	\$ 262,100	\$ 226,280	\$ 160,940	\$ 160,900	\$ 160,860
	<u>2018</u>	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>
	<b>2185/month</b>	<b>2190/month</b>	<b>2190/month</b>	<b>2195/month</b>	<b>2200/month</b>
	<b>@ \$23.25/month</b>	<b>@ \$23.50/month</b>	<b>@ \$23.75/month</b>	<b>@ \$24.05/month</b>	<b>@ \$24.50/month</b>
Revenue - Garbage	\$ 639,615	\$ 648,725	\$ 655,790	\$ 667,096	\$ 680,800
Expenditures - Garbage	\$ 582,938	\$ 593,120	\$ 642,566	\$ 665,941	\$ 678,642
Net Budget Impact	\$ 56,677	\$ 55,605	\$ 13,224	\$ 1,155	\$ 2,158
	<u>2018</u>	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>
	<b>2160</b>	<b>2160</b>	<b>2160</b>	<b>2165</b>	<b>2170</b>
	<b>@ \$6.25/month</b>	<b>@ \$6.50/month</b>	<b>@ \$6.50/month</b>	<b>@ \$6.75/month</b>	<b>@ \$7.00/month</b>
Revenue - Recycling	\$ 162,000	\$ 168,480	\$ 168,870	\$ 175,365	\$ 182,280
Expenditures - Recycling/Compost	\$ 143,490	\$ 148,815	\$ 151,450	\$ 155,450	\$ 169,372
Net Budget Impact	\$ 18,510	\$ 19,665	\$ 17,420	\$ 19,915	\$ 12,908
<b>Combined Net Budget Impact:</b>	<b>\$ 445,438</b>	<b>\$ 396,822</b>	<b>\$ 389,930</b>	<b>\$ 375,413</b>	<b>\$ 347,014</b>
	\$ 581,467	\$ 679,528	\$ 635,497	\$ 582,903	\$ 591,451
	\$ 1,026,905	\$ 1,076,350	<b>\$ 1,025,427</b>	\$ 958,316	\$ 938,465
			\$ 29,674		
			\$ 6,002		
			\$ 29,686		
			\$ 1,160		
			\$ 1,267		
			\$ 1,314		
			\$ 1,296		

Municipality	Typical User /month	Water Total /month - 20m <sup>3</sup> per month	Sanitary Sewer Total /month	Storm Sewer /month	Solid Waste /month	Recycling /month	Yard Waste (Compost) /month	Year Bylaw Updated	Population
High Level	\$57.75	\$32.00	\$10.00		\$15.75			2019	3,159
Bonnyville	\$74.21	\$49.27	\$12.30		\$9.10	\$3.54		2019	5,417
Magrath	\$86.20	\$53.20	\$20.00		\$13.00			2019	2,374
Raymond	\$89.60	\$43.60	\$20.00		\$26.00			2019	3,708
Edson	\$90.50	\$28.43	\$45.07		\$17.00			2019	8,414
Brooks	\$95.66	\$60.27	\$18.20		\$13.65	\$3.54		2019	14,451
Vegreville	\$95.77	\$66.90	\$5.87	\$6.00	\$6.00	\$6.00		2019	5,708
Whitecourt	\$96.48	\$31.63	\$34.83		\$21.40	\$8.62		2019	10,204
Banff	\$97.69	\$24.29	\$56.73		\$16.67			2019	7,851
High River	\$97.91	\$34.28	\$46.95	\$2.83	\$11.05	\$2.80		2019	13,584
Jasper	\$99.82	\$47.40	\$13.60		\$27.92	\$10.90		2019	5,236
Vulcan	\$100.08	\$53.00	\$13.00		\$34.08			2019	1,917
Barrhead	\$101.58	\$64.43	\$22.55		\$14.60			2019	4,579
Drumheller	\$102.45	\$52.29	\$47.66			\$2.50		2019	7,982
Big Valley	\$103.50	\$75.00	\$20.00		\$8.50			2019	346
Coalhurst	\$103.65	\$39.75	\$37.30	\$5.50	\$18.90	\$2.20		2019	2,668
Cardston	\$104.46	\$41.50	\$45.66		\$15.68	\$1.62		2019	3,585
Beaverlodge	\$107.45	\$52.50	\$33.70		\$20.00			2019	2,465
Millet	\$111.38	\$67.88	\$22.00		\$21.50			2019	1,945
Crossfield	\$114.34	\$50.98	\$38.23		\$15.38	\$9.75		2019	2,983
Red Deer	\$115.80	\$46.95	\$46.60		\$22.25			2019	100,418
Beaumont	\$116.90	\$52.60	\$40.06		\$24.24			2019	17,396
Medicine Hat	\$118.09	\$49.28	\$43.72		\$18.58	\$6.50		2019	63,260
<b>Stettler</b>	<b>\$118.50</b>	<b>\$66.00</b>	<b>\$22.50</b>		<b>\$23.50</b>	<b>\$6.50</b>		<b>2019</b>	<b>5,952</b>
Strathmore	\$119.08	\$61.75	\$26.40	\$7.77	\$23.16			2019	13,756
Coaldale	\$119.37	\$44.96	\$36.96	\$7.95	\$29.50			2019	8,215
<b>Stettler</b>	<b>\$119.40</b>	<b>\$66.40</b>	<b>\$22.75</b>		<b>\$23.75</b>	<b>\$6.50</b>		<b>2020</b>	<b>5,952</b>
Slave Lake	\$119.75	\$57.03	\$34.80		\$15.78	\$12.14		2019	6,651
Redcliff	\$122.85	\$64.36	\$36.25		\$22.24			2019	5,600
Sexsmith	\$123.34	\$46.30	\$53.44		\$17.00	\$6.60		2019	2,620
Cold Lake	\$126.04	\$55.80	\$39.06		\$20.50	\$9.18	\$1.50	2019	14,961
Hanna	\$126.35	\$83.10	\$21.00		\$22.25			2019	2,559
Carstairs	\$128.20	\$67.00	\$40.20		\$21.00			2019	4,077
Leduc	\$128.34	\$59.24	\$41.60	\$5.00	\$22.50			2019	29,993
Okotoks	\$128.76	\$46.75	\$53.43	\$6.50	\$22.08			2019	28,881
Grande Cache	\$131.42	\$62.78	\$37.64		\$24.00	\$7.00		2019	3,571
Camrose	\$131.47	\$64.79	\$42.67		\$18.01	\$6.00		2019	18,742
Ponoka	\$132.57	\$73.15	\$33.42		\$19.52	\$6.48		2019	7,229
Peace River	\$132.67	\$83.67	\$32.00		\$17.00			2019	6,842
Grande Prairie	\$133.80	\$46.61	\$56.80		\$20.21	\$10.18		2019	63,166
Rocky Mtn. House	\$134.22	\$62.55	\$44.15		\$27.52			2019	6,635
Fort Saskatchewan	\$134.49	\$59.60	\$47.17		\$27.72			2019	24,149
Westlock	\$134.80	\$77.50	\$24.60	\$2.00	\$28.70			2019	5,101
Wainwright	\$139.87	\$77.75	\$36.17	\$5.00	\$14.50	\$6.45		2019	6,270
Redwater	\$140.66	\$67.80	\$38.21		\$28.20	\$2.95	\$3.50	2019	2,053
Drayton Valley	\$140.95	\$62.25	\$55.00		\$19.00			2019	7,235
Canmore	\$141.46	\$34.67	\$73.69		\$18.27	\$14.83		2019	13,992
Airdrie	\$145.16	\$47.81	\$70.56		\$21.31	\$5.48		2019	61,581
Morinville	\$145.32	\$70.32	\$48.31	\$5.00	\$11.07	\$4.50	\$6.12	2019	9,848
Sundre	\$145.90	\$66.50	\$48.50	\$5.25	\$19.65		\$6.00	2019	2,729
Bashaw	\$146.05	\$88.20	\$44.10		\$13.75			2019	830
Penhold	\$148.45	\$40.80	\$80.40	\$4.25	\$23.00			2019	3,277
Devon	\$151.26	\$44.46	\$68.80	\$8.00	\$30.00			2019	6,578
Vermilion	\$161.88	\$102.53	\$38.31		\$18.04	\$3.00		2019	4,084
Blackfalds	\$168.45	\$80.33	\$60.39		\$27.73			2019	9,328
Lacombe	\$170.33	\$76.17	\$62.40		\$31.76			2019	13,057
Olds	\$202.05	\$68.63	\$107.00		\$26.42			2019	9,184

TO: Greg Switenky  
CAO

DATE: December 11, 2019

FROM: Steven Gerlitz  
Assistant CAO

**RE: 2019 BAD DEBT WRITE-OFFS GREATER THAN \$300.00**

**Policy VII-5 (b) Collection of and Write – off of Bad Debt Accounts**

Requires the Assistant CAO to present a Statement of the Bad Debt Write-offs to Town Council prior to December 31<sup>st</sup> of each year. Town Council is required to authorize the write-off accounts in excess of \$300.00. The Assistant CAO is also required to disclose the total dollar value of Bad Debts under \$300.00 that will be written off. Collection activity procedures will continue after an account has been written off.

<b>HISTORY:</b>	2016	2017	2018	2019	<b>2019 A/C's over \$300</b>	<b>2018 A/C's over \$300</b>	<b>2017 A/C's over \$300</b>	<b>2016 A/C's over \$300</b>
Utilities	\$15,118.07	\$9,808.29	\$11,184.81	\$5,178.10	11	23	19	23
Accounts Receivable								
Fire Calls A/R			\$2,047.66	\$3,382.50	2	1		
Lions Campground	\$897.52		\$635.00			2		
Taxes		\$3,044.22		\$1,368.91	2			
Business Taxes								
Community Hall								
Recreation Fees								
<b>TOTALS</b>	<b>\$16,015.59</b>	<b>\$12,852.51</b>	<b>\$13,867.47</b>	<b>\$9,929.51</b>	<b>15</b>	<b>27</b>	<b>19</b>	<b>23</b>

For 2019, \$9,929.51 should be expensed as bad debts in excess of \$300.00, which represents fifteen (15) accounts.

As well, I have expensed twenty (20) accounts under \$300.00 totaling \$2,500.03 and expensed seventeen (17) inactive accounts with credit balances totaling (\$416.21).

Based on local 2019 utility revenues of approximately \$3,467,252.76 the Utility write-offs totaling \$7,005.63 represents 0.20% of revenues (2018 = 0.37%).

**RECOMMENDATION**

**That the Town of Stettler Council approve the 2019 Bad Debt Write-Off of fifteen (15) accounts, each in excess of \$300, totaling \$9,929.51, and further acknowledges that an additional twenty (20) accounts, each under \$300, totaling \$2,500.03 and seventeen (17) credit balances totaling (\$416.21) will be written-off under Administration's authority.**

Revenue	2019 Budget	Actual - Nov 30, 2019	Variance	%	Notes
Administration	\$315,332	\$350,578.60	-\$35,246.60	111.18%	Hail insurance payout
Clearview swimming pool - \$13,315)					
White Sands Contract - \$32,000)					
Inter Dept Utilty Transfer - \$250,000)					
Police	\$563,249	\$321,880.85	\$241,368.15	57.15%	MSI Operating - \$53,680
Traffic Fines (Budget - \$70,000 / Actual \$42,822 - 61%)					
Provincial Grant - \$347,208					
Community Resource Program - \$86,069					Clearview 50% / County 25%
Fire	\$389,354	\$355,031.93	\$34,322.07	91.18%	regional payment from county
Disaster Services	\$0	\$0.00	\$0.00	0.00%	
Bylaw Enforcement	\$278,203	\$139,264.78	\$138,938.22	50.06%	Animal / Business License / Property
Business Licenses (Budget - \$86,250 - Actual \$91,789 / Animal License - Budget \$21,700 - Actual \$45,775					
Roads, Streets, Walks, Lights	\$270,515	\$71,269.88	\$199,245.12	26.35%	
Roads Frontage - Pavement (Budget - \$62,075)					
Airport	\$10,880	\$10,636.86	\$243.14	97.77%	
Drainage	\$0	\$0.00	\$0.00	0.00%	
Water Supply & Distribution	\$3,135,812	\$2,613,762.52	\$522,049.48	83.35%	
Metered sale of water (Budget - \$1,948,772 / Actual - \$1,502,562 - 77%)					
Metered out of Town (Budget - \$1,064,900 / Actual - \$1,000,999 - 94%)					
Bulk water (Budget - \$40,000 / Actual \$31,231 - 78%)					
Sewer	\$941,490	\$771,805.47	\$169,684.53	81.98%	
Sewer Service Charges (Budget - \$880,000 / Actual \$735,858 - 84%)					
Garbage Collection & Disposal	\$817,205	\$665,580.70	\$151,624.30	81.45%	SWMA haul rebate - \$23,000
Residential Garbage Revenue (Budget - \$617,580 / Actual \$517,724 - 84%)					
Recycling Revenue (Budget - \$168,480 / Actual - \$126,441 - 75%)					
FCSS	\$157,148	\$157,148.00	\$0.00	100.00%	
Cemetery	\$23,600	\$17,747.25	\$5,852.75	75.20%	
Planning & Development	\$69,500	\$36,923.09	\$32,576.91	53.13%	
Building Permits (Budget - \$30,000 / Actual - \$22,101- 74%)					
Economic Development - BOT	\$197,050	\$285,003.17	-\$87,953.17	144.63%	Dr. Recruitment / Pheasant Festival
Subdivison Land	\$2,000	\$14,553.00	-\$12,553.00	727.65%	Utilty Development Agreement
Land, Housing & Rentals	\$283,095	\$251,484.86	\$31,610.14	88.83%	
Health Unit - \$194,265					
Ambulance Station - \$20,100					
SRC - Library - Budget - \$40,000 + \$2,000 GST)					
Recreation - General	\$3,520	\$1,800.33	\$1,719.67	51.15%	
Recreation Programs	\$22,200	\$29,962.94	-\$7,762.94	134.97%	Ball / Soccer (ball diamond fee)
Facilities	\$1,192,700	\$554,746.35	\$637,953.65	46.51%	County Partnership - \$471,600
Community Hall	\$53,000	\$29,132.15	\$23,867.85	54.97%	
Senior's Center	\$17,400	\$27,056.86	-\$9,656.86	155.50%	
Parks	\$115,650	\$161,153.65	-\$45,503.65	139.35%	
Lions Campground - Budget - \$90,000 / Actual - \$149,806 - 166%)					
Operating Contingency	\$0	-\$1,351.19	\$1,351.19	0.00%	
Taxes / Penalties	\$8,746,825	\$8,753,203.05	-\$6,378.05	100.07%	Incl Business Taxes / Penalties
Other Revenue	\$1,717,000	\$1,513,946.69	\$203,053.31	88.17%	
Franchise Fee - GAS (Budget - \$918,000 / Actual - \$732,267- 80%)					
Franchise Fee - ELECTRIC (Budget - \$679,000 / Actual - \$580,688 - 86%)					
Return on Investments (Budget - \$120,000 / Actual - \$200,992 - 167%)					
<b>Total Revenue</b>	<b>\$19,322,728</b>	<b>\$17,132,321.79</b>	<b>\$2,190,406.21</b>	<b>88.66%</b>	

Expense	2019 Budget	Actual - Nov 30, 2019	Variance	%	Notes
Council & Legislative	\$209,100	\$200,778.60	\$8,321.40	96.02%	
Council Honorarium (Budget - \$148,400 / Actual - \$134,542- 91%)					
Council per diem - Budget - \$27,000					
Council travel & subsistance - Budget - \$16,000 / Actual - \$22,543- 141%)					
Council membership Conferences (Budget - \$15,000 / Actual - \$15,034 - 100%)					
Administration	\$1,160,197	\$1,030,340.32	\$129,856.68	88.81%	Admin, Office, Computer, Assess
Police	\$1,266,458	\$520,686.07	\$745,771.93	41.11%	
RCMP - Contract Billings (Budget - \$1,071,838)					
Fire	\$854,865	\$544,292.21	\$310,572.79	63.67%	
Disaster Services	\$20,218	\$931.99	\$19,286.01	4.61%	
Bylaw Enforcement	\$349,430	\$307,713.38	\$41,716.62	88.06%	
Common Services	\$146,230	\$110,962.00	\$35,268.00	75.88%	Shop
Roads, Streets, Walks, Lights	\$2,099,381	\$1,608,845.36	\$490,535.64	76.63%	
Airport	\$50,703	\$17,420.45	\$33,282.55	34.36%	
Water Supply & Distribution	\$3,040,843	\$2,533,019.49	\$507,823.51	83.30%	
Sewer	\$714,907	\$572,280.91	\$142,626.09	80.05%	
Garbage Collection & Disposal	\$741,935	\$578,476.51	\$163,458.49	77.97%	
FCSS	\$196,435	\$196,435.00	\$0.00	100.00%	
Cemetery	\$81,428	\$42,011.67	\$39,416.33	51.59%	
Planning & Development	\$386,605	\$224,064.07	\$162,540.93	57.96%	
Comm Services -Handi Bus	\$25,000	\$25,000.00	\$0.00	100.00%	
Economic Development	\$585,067	\$532,885.90	\$52,181.10	91.08%	Ec Dev, BOT. HBC
Subdivison Land	\$53,920	\$47,922.93	\$5,997.07	88.88%	Unsigntly Property
Land, Housing & Rentals (47343)	\$57,460	\$45,715.06	\$11,744.94	79.56%	
Recreation - General	\$136,160	\$119,389.51	\$16,770.49	87.68%	
Recreation Programs	\$80,480	\$76,213.80	\$4,266.20	94.70%	
Facilities	\$2,268,823	\$1,812,015.52	\$456,807.48	79.87%	
Culture	\$338,846	\$338,194.14	\$651.86	99.81%	Parkland, Library, Museum
Community Hall	\$122,459	\$92,244.48	\$30,214.52	75.33%	
Senior's Center	\$13,990	\$5,403.82	\$8,586.18	38.63%	
Parks	\$653,443	\$487,947.88	\$165,495.12	74.67%	
Contingency	\$921,350	\$841,350.00	\$80,000.00	91.32%	WTP Gross Recovery, Tran to Res
WTP gross recovery - (\$235,000) (JE made at end of year prior to Audit)					
Available for Capital from 2019 Operating Budget for 2019 Capital Budget - \$1,076,350 (Water \$94,969 + Utility \$301,853 (sewer, waste, recycling) + Total Available for Capital - \$679,528) + Contingency - Utility - \$30,000 / Salaries - \$50,000 = \$1,156,350					
Requisitions	\$2,746,995	\$2,074,027.40	\$672,967.60	75.50%	
ASFF (Budget - \$2,231,163 - Actual - \$1,609,012 - 72%)					
ASFF Separate School (Budget - \$184,109 / Actual - \$132,771 - 72%)					
County of Stettler Senior Lodges (Budget - \$331,308 - Actual \$331,308 - 100% Actual)					
<b>Total Expense</b>	<b>\$19,322,728</b>	<b>\$14,986,568.47</b>	<b>\$4,336,159.53</b>	<b>77.56%</b>	
<b>Surplus / Deficit</b>	<b>\$0</b>	<b>\$2,145,753.32</b>	<b>-\$2,145,753.32</b>		



2018 Carry Forward

2018 Carry Forward - Projects not Completed		Brought forward from 2018 Budget Carry Forward	2018 Approved Amount (with tender amount updates)	Difference from Budget to Actual	Actual - Project Expenses - Nov30, 2019	Utility (Water) Available for Capital Budget	Utility (other) Available for Capital Budget	Available for Capital (taxes)	Transfer From General Reserves	Transfer From Other Reserves	Operating Budget	Debenture / Local Improve	Updated August 15, 2019 - Grants - MSI - \$526,666	Updated August 15, 2019 Grants - FGT \$346,344 + FGT Top Up - \$326,235 = \$672,579	Updated August 15, 2019 - Grants - BMTG (population) - \$315,998	Other	Total		
ENG C/T	6-32-21-10-22-610	51st Avenue - 57-59th Street Cement and Paving - April 3 - Motion 18:04:04 - 2018 Carry Forward - \$25,000 (Melissa - December 20)	25,000.00	\$25,000.00	\$0								\$25,000.00				\$25,000.00		
ENG W/S	6-41-11-10-20-610	Water & Sewer replacement - 51Ave 59-61 Street - April 3 - Motion 18:04:03 - 2018 Carry Forward - \$25,000 (Melissa - December 20)	25,000.00	\$25,000.00	\$0	\$1,899.45							\$25,000.00				\$25,000.00		
ENG W	6-41-14-10-01-610	Water Reservoir Exterior and Insulation - 2018 Carry Forward - (Melissa - December 20)	50,000.00	50,000.00	\$0	\$10,000.00				\$40,000.00	Coat Reservoir Exterior						\$50,000.00		
OP	2-41-15-00-00-554	Fire Hydrant Nozzle Replacement - 2018 Carry Forward - (Melissa - December 20)	15,000.00	15,000.00	\$0	\$15,000.00											\$15,000.00		
ENG Lag	6-42-01-10-11-610	Lagoon - Desludging Cells C - 2018 Carry Forward - (Melissa - December 20) - carry total balance \$334,720	230,162.71	334,720.44	\$104,558								\$230,162.71				\$230,162.71		
ENG Lag	6-42-01-10-15-610	Lagoon - Armor Banks of Cells 7, 8, 9 - 2018 Carry Forward - (Melissa - December 20)	125,000.00	125,000.00	\$0		\$125,000.00										\$125,000.00		
ENG S	6-42-00-10-20-610	New Sewer Dump - 2018 Carry Forward - (Melissa - December 20)	115,000.00	115,000.00	\$0		\$115,000.00										\$115,000.00		
ENG S	6-32-03-60-00-660	Snow Dump Expansion	7,000.00	7,000.00	\$0	\$1,149.74	\$7,000.00										\$7,000.00		
EQT	6-33-00-30-02-630	Airport Beacon - 2018 Carry Forward - (Melissa - December 20)	17,500.00	17,500.00	\$0			\$17,500.00									\$17,500.00		
BLDG	6-41-01-20-19-620	WTP - Membrane Autopsy - 2018 Carry Forward - (Melissa - December 20)	18,000.00	18,000.00	\$0	\$520.17	\$18,000.00										\$18,000.00		
ENG W	6-41-01-10-01-610	WTP - Waste Pond Dredging - 2018 Carry Forward - (Melissa - December 20)	350,000.00	350,000.00	\$0	\$1,171.80	\$350,000.00										\$350,000.00		
BLDG	6-41-01-20-21-620	WTP - 400mm Distribution Line Valve - 2018 Carry Forward - (Melissa - December 20)	250,000.00	250,000.00	\$0	\$7,059.20			\$250,000.00								\$250,000.00		
BLDG	6-41-01-20-20-620	WTP - Dual Chemical Feed Line - 2018 Carry Forward - (Melissa - December 20)	25,000.00	25,000.00	\$0	\$8,152.97				\$25,000.00	WTP Reserve (Bal 20171231 - \$30,698)						\$25,000.00		
EQT	6-31-11-30-15-630	Backhoe - 2018 Carry Forward - \$6000 for new grave bucket (Melissa - December 20)	4,200.00	6,000.00	\$1,800	\$4,200.00	\$4,200.00										\$4,200.00		
EQT	6-12-02-30-03-630	Council - Board Room Chairs - 2018 Carry Forward	11,000.00	11,000.00	\$0			\$5,500.00								\$5,500.00	Clearview \$11,000.00		
Water / Sewer	6-41-11-10-08-610	4203-50A Ave - Motion 18:05:20 - 2018 Carry Forward - \$140,000 to 2019 to complete (Melissa - January 7, 2019)	140,000.00	140,000.00	\$0	\$95,375.69							\$140,000.00				\$140,000.00		
EQT	6-56-00-30-00-630	Cemetery Vacuum Mower - 2017 Carry Forward - Lee - 20/12/17 - \$24,000 - 2018 Carry Forward - carry forward balance - Allan January 2, 2019	\$24,000.00	24,000.00	\$0	\$18,460.49		\$24,000.00									\$24,000.00		
<b>Total 2018 Carry Forward</b>			\$1,431,862.71	\$1,538,220.44		\$137,989.51	\$393,000.00	\$251,200.00	\$47,000.00	\$250,000.00	\$65,000.00	\$0.00	\$0.00	\$420,162.71	\$0.00	\$0.00	\$5,500.00	\$0.00	\$1,431,862.71

Prior Years Carry Forward

Prior Years Carry Forward		Brought forward from Budget Carry Forward	Previous Approved Amount (with tender amount updates)	Actual - Project Expenses - Nov30, 2019	Utility (Water) Available for Capital Budget	Utility (other) Available for Capital Budget	Available for Capital (taxes)	Transfer From General Reserves	Transfer From Other Reserves	Operating Budget	Debenture / Local Improve	Updated August 15, 2019 - Grants - MSI - \$526,666	Updated August 15, 2019 Grants - FGT \$346,344 + FGT Top Up - \$326,235 = \$672,579	Updated August 15, 2019 - Grants - BMTG (population) - \$315,998	Other	Total	
ENG W/S	6-41-11-10-19-610	Motion 17:03:04 - Sewer / Water Main 51 Ave - 57 to 59 Street (Total Budget \$970,000 (450,000+520,000) Contract Price - \$737,042 - \$232,958 under budget - 2017 Carry Forward - Melissa 20/12/17 - \$25,000 Enginnering and final work. - 2018 Carry Forward - Warranty Expires in 2019 - carry forward balance (25,000-8587.35=16,412.65) - Melissa January 7, 2019	\$16,413.00	16,413.00							CAP-8973					\$16,413.00	\$16,413.00
ENG W/S	641111012610 / 642001014610	Motion 17:02:27 - Sewer / Water - 50 Ave back alley between 55-56 Street - (Total Budget \$500,000 (250,000+250,000) \$78,217 Under Budget - 2017 Carry Forward - Melissa 20/12/17 - \$10,000 Enginnering and final work. - 2018 Carry Forward - Warranty Expires in 2019 - carry forward balance - Melissa January 7, 2019	\$10,000.00	10,000.00							CAP-8974					\$10,000.00	\$10,000.00
ENG T	6-32-09-60-00-660	Pathway System Improvements (AG Society - \$200,000) - Reserve balance December 31, 2016 - \$167,982.00 Motion - 17:06:13 - June 20, 2017 - 2017 Carry Forward - Melissa 20/12/17 - \$41,014,.73 - 2018 Carry Forward - need to relandscape boulevard in 2019 - carry forward \$10,000 - Melissa January 7, 2019	\$10,000.00	10,000.00					Walking Pathway Reserve (bal \$67,982)	\$10,000.00							\$10,000.00
EQT	6-33-00-10-01-630	Airport - GPS Approach - 2017 Carry Forward - Melissa 20/12/17 - \$40,000 - 2018 Carry Forward - carry forward balance (40,000-7,450 = 32,550) - Melissa January 7, 2019	\$32,550.00	32,550.00		\$16,275.00									\$16,275.00	County	\$32,550.00
ENG S	6-42-01-10-13-610	Lagoon - Cell Rehabilitation - 2017 Carry Forward - Melissa 20/12/17 - \$75,000 - Enginnering and final work. - 2018 Carry Forward - carry forward balance - warranty expires in 2019 (75,000-15,062 = 59,938) - Melissa January 7, 2019	\$59,950.00	59,950.00		\$59,950.00									\$0.00	AMWWP	\$59,950.00
EQT	6-41-11-30-03-630	SCADA Water Communication System - 2017 Carry Forward Balance - Melissa - 20/12/17 - \$120,500 - \$31,604.70 = \$88,895.30 - 2018 Carry Forward - carry forward balance to 2019 (88,895.30-54,188.57 = 34,706.73) - Melissa January 7, 2019	\$34,706.73	34,706.73	\$2,201.72	\$34,706.73											\$34,706.73
Fire	2-23-02-00-02-561	Fire - Small Equipment	\$961.65	961.65	\$961.65					\$961.65							\$961.65
Parks	Sports Park West	Flag Poles	\$325.00	325.00	\$325.00					\$325.00							\$325.00
Creek	Red Willow Creek	Red Willow Creek Study (from 2018)	\$181.00	181.00	\$181.00					\$181.00							\$181.00
Lagoon	6-42-01-10-12-610	Lagoon - Legal	\$3,750.60	3,750.60	\$5,916.85					\$3,750.60							\$3,750.60
<b>Total Previous Years Carry Forward</b>			\$168,837.98	\$168,837.98	\$9,586.22	\$110,931.73	\$0.00	\$0.00	\$10,000.00	\$5,218.25	\$0.00	\$0.00	\$0.00	\$26,413.00	\$16,275.00	\$0.00	\$168,837.98
<b>Total 2019 Capital Budget (Inc Carry Forward)</b>			\$5,741,060.12	\$6,171,603.92	\$2,521,897.51	\$889,090.73	\$551,853.00	\$729,696.86	\$572,420.29	\$498,238.58	\$176,938.75	\$0.00	\$1,382,536.95	\$567,248.96	\$342,411.00	\$30,625.00	\$5,741,060.12
					44%		\$2,170,640.59		\$1,070,658.87	Total Grants Available 2019		\$1,836,782.67	\$749,388.20	\$367,946.92			\$0.00
							Total Reserves		\$3,241,299.46	Balance		\$454,245.72	\$182,139.24	\$25,535.92			



**TOWN OF STETTLER  
BANK RECONCILIATION  
AS OF November 30, 2019**

Net Balance at End of Previous Month	\$	11,727,488.21
ADD: General Receipts (summarized below)		990,742.52
Interest Earned (Prime 3.95% less 1.65% = 2.30%)		23,920.34
Investments Matured		-
SUBTOTAL		12,742,151.07
LESS: General Disbursements		1,557,953.86
Payroll		295,006.58
Investments		-
Debenture Payments		-
Returned Cheques		3,157.16
Bank Charges		1,135.56
SUBTOTAL		1,857,253.16
<b>NET BALANCE AT END OF CURRENT MONTH (General Ledger)</b>	<b>\$</b>	<b>10,884,897.91</b>
Balance at End of Month - Bank		11,094,927.08
ADD: Outstanding Deposits		32,946.48
LESS: Outstanding Cheques		242,975.65
<b>NET BALANCE AT END OF CURRENT MONTH (Bank)</b>	<b>\$</b>	<b>10,884,897.91</b>

THIS STATEMENT SUBMITTED TO COUNCIL THIS 17TH DAY OF DEC 2019

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
ASSISTANT CAO

	A	B	C
2	<b>GENERAL RECEIPTS SUMMARY</b>		
3	Tax	AR	249,942
4	Utility	AR	285,937
5	BOT	Heart of AB \$	24,650
6	ATCO	Franchise	60,511
7	Hwy 12/21	Water	25,840
8	County Of Stettler	Fire Agreement	23,715
9	Altagas	Franchise	82,981
10	Rochon Sands	Fire Agreement	16,388
11	Dry Island	Holdback	10,000
12	Gov't of AB	FCSS Grant	24,758
13	BOT	Salary Reversal	14,493
14	Foremost	SRC-Gym Membership	12,685
15	SRC	Unearned Revenue	19,660
16	Library	Salary Reversal	24,026
17	AE Kennedy	Rent	16,265
18	Other		98,892
19		Total	990,743

Ranges:	From:	To:	From:	To:
Vendor ID	First	Last	Chequebook ID GENERAL	GENERAL
Vendor Name	First	Last	Cheque Number 74176	74186
Cheque Date	First	Last		

Sorted By: Cheque Number

Distribution Types Included:All

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
5 Star Locating Ltd.	74176	2019-11-29	\$645.75
-----			
Invoice Description	Invoice Number	Invoice Amount	
-----	-----	-----	
WTP - 400mm valve install	11519	\$645.75	
-----			
Cal-Trac Contracting Ltd.	74177	2019-11-29	\$220.50
-----			
Invoice Description	Invoice Number	Invoice Amount	
-----	-----	-----	
Wtr Res - Generator pickup	303647	\$220.50	
-----			
Diamond Municipal Solutions In	74178	2019-11-29	\$1,343.75
-----			
Invoice Description	Invoice Number	Invoice Amount	
-----	-----	-----	
Computer - GP 2018 conversion	257249	\$1,343.75	
-----			
Hamisco Industrial Sales Inc.	74179	2019-11-29	\$18,585.00
-----			
Invoice Description	Invoice Number	Invoice Amount	
-----	-----	-----	
Fire - Zumro containment syste	IN354221	\$18,585.00	
-----			
Just Safety Supplies & Service	74180	2019-11-29	\$1,225.93
-----			
Invoice Description	Invoice Number	Invoice Amount	
-----	-----	-----	
Roads/Water - Gloves, clothing	5856	\$1,225.93	
-----			
Receiver General for Canada	74181	2019-11-29	\$49,785.02
-----			
Invoice Description	Invoice Number	Invoice Amount	
-----	-----	-----	
STE2 Town tax remittance	PP24-19	\$39,316.91	
STE1 Town tax remittance	PP24-19.	\$9,133.33	
BOT Tax remittance	PP24-19.BOT	\$1,334.78	
-----			
Schwartz Home Building Centre	74182	2019-11-29	\$107.06
-----			
Invoice Description	Invoice Number	Invoice Amount	
-----	-----	-----	
Fire Joint - Tools & materials	741403	\$107.06	
-----			
Serfas, Iva	74183	2019-11-29	\$300.00
-----			
Invoice Description	Invoice Number	Invoice Amount	
-----	-----	-----	
Water - Refund acct 110280.06	2019.11.26	\$300.00	
-----			
Silver Seven Hockey Club	74184	2019-11-29	\$1,032.88
-----			
Invoice Description	Invoice Number	Invoice Amount	
-----	-----	-----	
UnRev - Refund ice rental fees	2019.11.25	\$1,032.88	

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
Stettler Funeral Home	74185	2019-11-29	\$414.75
-----			
Invoice Description		Invoice Number	Invoice Amount
-----			
Cemetery - Move monument		2019.11.25	\$414.75
-----			
Stettler Vet Clinic	74186	2019-11-29	\$34.18
-----			
Invoice Description		Invoice Number	Invoice Amount
-----			
Bylaw - Oct vet clinic fees		770836	\$34.18
-----			
	Total Cheques		\$73,694.82
			-----
			=====

Ranges:	From:	To:	From:	To:
Vendor ID	First	Last	Chequebook ID	GENERAL
Vendor Name	First	Last	Cheque Number	74187
Cheque Date	First	Last		74199

Sorted By: Cheque Number

Distribution Types Included:All

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
ATCO Electric Ltd.	74187	2019-12-06	\$10,877.29
-----			
Invoice Description	Invoice Number	Invoice Amount	
-----			
Parks 2 Light Poles Dog Park	3004426	\$10,877.29	
-----			
Bond-O Security	74188	2019-12-06	\$110.25
-----			
Invoice Description	Invoice Number	Invoice Amount	
-----			
Comm Hall Alarm Repair	BONDOIN115514	\$110.25	
-----			
Campbell, Al	74189	2019-12-06	\$625.00
-----			
Invoice Description	Invoice Number	Invoice Amount	
-----			
Council Trvl & Sub Nov 6 & 8	2019.11.08	\$350.00	
Council Trvl & Sub Nov 15 & 21	2019.11.21	\$187.50	
Council Trvl & Sub Dec 2 & 4	2019.12.03	\$87.50	
-----			
Canada Post Corporation	74190	2019-12-06	\$1,616.80
-----			
Invoice Description	Invoice Number	Invoice Amount	
-----			
Water Billing Postage	9708631704	\$1,616.80	
-----			
CorMac Projects Inc.	74191	2019-12-06	\$134,578.92
-----			
Invoice Description	Invoice Number	Invoice Amount	
-----			
Bylaw PP#3 Stettler Motel Abat	1753	\$134,578.92	
-----			
ESC Automation	74192	2019-12-06	\$2,050.13
-----			
Invoice Description	Invoice Number	Invoice Amount	
-----			
Pool Building Controls Softwar	SCPAY0096792	\$2,050.13	
-----			
ESRI Canada	74193	2019-12-06	\$1,071.00
-----			
Invoice Description	Invoice Number	Invoice Amount	
-----			
GIS ARC Desktop Basic Single	90142047	\$1,071.00	
-----			
Golder Associates Ltd.	74194	2019-12-06	\$61,089.00
-----			
Invoice Description	Invoice Number	Invoice Amount	
-----			
Bylaw Stettler Motel Air Quali	1054048	\$39,243.75	
Bylaw Stettler Motel Air Quali	1061354	\$21,845.25	
-----			
Iron Anvil Welding Ltd.	74195	2019-12-06	\$157.50
-----			
Invoice Description	Invoice Number	Invoice Amount	
-----			
Trans Repair unit #42	10074	\$157.50	

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
O'Neil, Darby	74196	2019-12-06	\$109.16
-----			
Invoice Description	Invoice Number	Invoice Amount	
Water Trans Safety Clohting	2019.11.27	\$109.16	
-----			
Town of Stettler - Petty Cash	74197	2019-12-06	\$183.65
-----			
Invoice Description	Invoice Number	Invoice Amount	
Office Lotto, Household, Posta	2019.12.03	\$183.65	
-----			
Valentino, Sarah	74198	2019-12-06	\$216.15
-----			
Invoice Description	Invoice Number	Invoice Amount	
P&L Christmas Decor	2019.11.26	\$216.15	
-----			
Yellow Pages	74199	2019-12-06	\$55.44
-----			
Invoice Description	Invoice Number	Invoice Amount	
Office Nov Directory Advertisi	19-7634091	\$55.44	
-----			
Total Cheques			\$212,740.29
			=====

Ranges:	From:	To:	From:	To:
Vendor ID	First	Last	Chequebook ID	GENERAL
Vendor Name	First	Last	Cheque Number	74200
Cheque Date	First	Last		74232

Sorted By: Cheque Number

Distribution Types Included:All

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
Acklands - Grainger Inc.	74200	2019-12-13	\$731.28
-----			
Invoice Description	Invoice Number	Invoice Amount	
Pool Janitor Supplies	9355600025	\$731.28	
-----			
Alberta Land Titles	74201	2019-12-13	\$20.00
-----			
Invoice Description	Invoice Number	Invoice Amount	
Admin - Discharge of Tax Notif	2019.11.30	\$20.00	
-----			
Atlas Copco Compressors Canada	74202	2019-12-13	\$3,866.36
-----			
Invoice Description	Invoice Number	Invoice Amount	
WTP Housing replace & parts	11190185659	\$3,866.36	
-----			
Bagshaw Electric Ltd.	74203	2019-12-13	\$2,083.39
-----			
Invoice Description	Invoice Number	Invoice Amount	
WTP Troubleshoot Generator	W10334	\$234.68	
WTP Troubleshoot Caustic Heate	W10360	\$156.45	
SRC MCC Run Lights	IC006683	\$12.50	
SRC Replace 2 Light Ballast	W10373	\$177.60	
Zamboni Propane	IC006127	\$531.67	
Pool Building Repair Parts	IC006143	\$8.30	
Pool Replace Blown Transformer	W10348	\$839.99	
Pool Trouble-shoot Air Handlin	W10341	\$112.35	
Comm Hall 2 Replacement Bulbs	IC006762	\$9.85	
-----			
C. R. Glass Ltd.	74204	2019-12-13	\$15.75
-----			
Invoice Description	Invoice Number	Invoice Amount	
Trans Rubber cord unit #42	1035	\$15.75	
-----			
Cal-Trac Contracting Ltd.	74205	2019-12-13	\$2,100.00
-----			
Invoice Description	Invoice Number	Invoice Amount	
Snow Removal Grader Rental	303672	\$2,100.00	
-----			
Caro Analytical Services	74206	2019-12-13	\$157.50
-----			
Invoice Description	Invoice Number	Invoice Amount	
WTP Water Analysis	IC1919713	\$157.50	
-----			
Fountain Tire Stettler Ltd.	74207	2019-12-13	\$900.28
-----			
Invoice Description	Invoice Number	Invoice Amount	
Parks Tire Repair unit #9	073I028044	\$38.31	
Parks 4 new tires unit #87	073I028120	\$861.97	

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
GFL Environmental Inc.	74208	2019-12-13	\$2,555.46
Invoice Description	Invoice Number	Invoice Amount	
Pest & Weed Compressor oil Dis	LQ00202543	\$2,555.46	
Gyro Ag Ltd.	74209	2019-12-13	\$615.57
Invoice Description	Invoice Number	Invoice Amount	
Shop Fuel shutoff solenoid #30	916	\$156.98	
Trans Rectifier unit #109	898	\$131.09	
Parks Idler pulleys unit #9	893	\$327.50	
Heartland Glass Ltd.	74210	2019-12-13	\$114.40
Invoice Description	Invoice Number	Invoice Amount	
Shop acrylic cover for maps	104777	\$114.40	
Heartland Overdoor	74211	2019-12-13	\$2,304.75
Invoice Description	Invoice Number	Invoice Amount	
Shop Inspect/Service Doors	2019-150	\$2,304.75	
Kathy's Printing Service	74212	2019-12-13	\$2,782.50
Invoice Description	Invoice Number	Invoice Amount	
PR 2700 Town Life Magazines	4948	\$2,782.50	
Larson's Auto Electric 2010	74213	2019-12-13	\$51.93
Invoice Description	Invoice Number	Invoice Amount	
Shop Fuel pump unit #30	IN1011491	\$39.85	
Water Carb Kit unit #92	IN1011485	\$12.08	
Laseredge Inc.	74214	2019-12-13	\$260.19
Invoice Description	Invoice Number	Invoice Amount	
Computer Service Lexmark Print	15653	\$260.19	
New West Freightliner	74215	2019-12-13	\$57.59
Invoice Description	Invoice Number	Invoice Amount	
Water Trans Blockheater #3	466870R	\$57.59	
Orion Safety Equipment Ltd.	74216	2019-12-13	\$629.13
Invoice Description	Invoice Number	Invoice Amount	
WTP Lynx Repairs & Freight	47661	\$629.13	
Ornamental Bronze Limited	74217	2019-12-13	\$441.00
Invoice Description	Invoice Number	Invoice Amount	
Cemetery Niche Wreath	92933	\$441.00	

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
Praxair Distribution	74218	2019-12-13	\$584.83
-----			
Invoice Description	Invoice Number	Invoice Amount	
Shop Mig weld Gas	92985490	\$236.60	
Pool ClyinderRental	93166381	\$348.23	
-----			
Purolator Courier Ltd.	74219	2019-12-13	\$387.62
-----			
Invoice Description	Invoice Number	Invoice Amount	
WTP & Water Trans Freight	443104965	\$387.62	
-----			
Receiver General for Canada	74220	2019-12-13	\$46,583.19
-----			
Invoice Description	Invoice Number	Invoice Amount	
Town Tax Remittance	PP25-19	\$35,622.73	
Town Tax Remittance	PP25-19.	\$9,630.80	
BOT Tax Remittance	PP25-19.BOT	\$1,329.66	
-----			
Schwartz Home Building Centre	74221	2019-12-13	\$432.09
-----			
Invoice Description	Invoice Number	Invoice Amount	
Trans Finish Washers	744070	\$2.09	
Shop Spray Paint	744684	\$9.54	
Trans Wood for tree switch	744651	\$140.20	
Trnas Paint & Belts	744675	\$149.26	
Trans Paint Supplies	744692	\$31.38	
Trans Cord for Tree	744810	\$24.14	
Trans Wood Adhesive	744920	\$31.46	
Trans Wood Filler/Adhesive/Pud	744945	\$18.32	
Tran Decoration Extention Cord	743604	\$13.64	
Trans Silicone	744201	\$12.06	
-----			
Stettler Agri-Centre	74222	2019-12-13	\$212.31
-----			
Invoice Description	Invoice Number	Invoice Amount	
Trans Chainsaw Files	5029S	\$13.07	
Water Trans Chain for Gate	4963S	\$25.15	
Parks Brake Assm Push Mower	4964S	\$31.45	
Trans Chainsaw Chain File/Bar	4961S	\$127.54	
Trans Chainsaw Chain	5011S	\$15.10	
-----			
Stettler Equipment Sales & Ren	74223	2019-12-13	\$153.72
-----			
Invoice Description	Invoice Number	Invoice Amount	
Pool Building Repair Materials	118271	\$153.72	
-----			
Stettler Flooring	74224	2019-12-13	\$359.10
-----			
Invoice Description	Invoice Number	Invoice Amount	
Comm Hall Install Carpet Tiles	64853	\$359.10	
-----			
Stettler Motors (1998) Ltd.	74225	2019-12-13	\$619.07
-----			
Invoice Description	Invoice Number	Invoice Amount	
Trans Left Side Mirror unit#76	126613	\$413.62	
Parks Leftside Mirror unit#75	211458	\$205.45	



Vendor Name	Cheque Number	Cheque Date	Cheque Amount
Stettler Vet Clinic	74226	2019-12-13	\$273.42
-----			
Invoice Description		Invoice Number	Invoice Amount
Bylaw NOV 2019 Vet Clinic Fees		772265	\$273.42
-----			
Taber Solids Control (1998) Lt	74227	2019-12-13	\$164,001.46
-----			
Invoice Description		Invoice Number	Invoice Amount
Sewer Lagoons Cell C		TS96-PP#1-2019	\$164,001.46
-----			
The City of Red Deer	74228	2019-12-13	\$108.00
-----			
Invoice Description		Invoice Number	Invoice Amount
2019 Regional ARB Withdrawal		408086	\$108.00
-----			
Tru-Fence	74229	2019-12-13	\$1,454.25
-----			
Invoice Description		Invoice Number	Invoice Amount
Parks - Park Dale Fence Repair		2606	\$194.25
Comm Hall HVAC Fencing		2285	\$1,260.00
-----			
Vanguard Collection Agencies L	74230	2019-12-13	\$657.87
-----			
Invoice Description		Invoice Number	Invoice Amount
Water Billing Collection Fees		2019.11.30	\$657.87
-----			
Woody's Automotive Ltd.	74231	2019-12-13	\$657.96
-----			
Invoice Description		Invoice Number	Invoice Amount
Shop Towels		661121	\$113.78
Shop 4 Light Bulbs		659878	\$4.24
Shop Washer Fluid		660037	\$32.68
Shop Washer Fluid		661468	\$32.68
Shop Anti Freeze		661721	\$69.26
Shop Spark Plugs Unit #30		661650	\$6.59
Shop Fuel Filter & Line Unit #		661833	\$13.77
Trans ATF Oil Unit #39		660444	\$32.72
Trans Oil unit #39		660449	\$65.44
Trans Marker lights unit #2		661257	\$29.72
Trans Heater hose unit #42		660169	\$67.36
Trans Caulking unit #42		661935	\$8.91
Trans Decoration Tie Straps		660324	\$3.52
WTP Drive Belts		659786	\$122.70
Sewer Battery Charger B Lift		660615	\$54.59
-----			
Xylem Canada Company	74232	2019-12-13	\$497.74
-----			
Invoice Description		Invoice Number	Invoice Amount
WTP Level Sensor		3558328020	\$497.74
-----			
Total Cheques			\$236,669.71
=====			

Ranges:	From:	To:	From:	To:
Vendor ID	First	Last	Chequebook ID GENERAL	GENERAL
Vendor Name	First	Last	Cheque Number First	Last
Cheque Date	2019-11-28	2019-11-28		

Sorted By: Cheque Number

Distribution Types Included:All

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
Action Plumbing & Excavating	EFT0001892	2019-11-28	\$76,394.33
-----			
Invoice Description	Invoice Number	Invoice Amount	
Health Unit - HVAC gas regulat	I024308	\$435.75	
Comm Hall-Air handling unit	J000995	\$73,612.35	
Comm Hall-Level for cement pad	W32494	\$2,346.23	
-----			
APEX Supplementary Pension Pla	EFT0001893	2019-11-28	\$385.17
-----			
Invoice Description	Invoice Number	Invoice Amount	
Pension plan remittance	PP24-19	\$385.17	
-----			
Apple Fitness Store Ltd.	EFT0001894	2019-11-28	\$646.80
-----			
Invoice Description	Invoice Number	Invoice Amount	
Fitness - Semi-Annual Service	IN00000000111	\$646.80	
-----			
Black Press Group Ltd.	EFT0001895	2019-11-28	\$499.13
-----			
Invoice Description	Invoice Number	Invoice Amount	
Pl&Dev - Dev permit advertisin	33795030	\$499.13	
-----			
Stettler Regional Board of Tra	EFT0001896	2019-11-28	\$24,650.00
-----			
Invoice Description	Invoice Number	Invoice Amount	
Pub Rel - Staff party prizes	1314(2)	\$540.00	
Staff appreciation bonuses	1323	\$24,110.00	
-----			
Canadian Union of Public Empl	EFT0001897	2019-11-28	\$742.50
-----			
Invoice Description	Invoice Number	Invoice Amount	
Union dues	PP24-19	\$742.50	
-----			
Chapman Riebeek	EFT0001898	2019-11-28	\$164.85
-----			
Invoice Description	Invoice Number	Invoice Amount	
Bylaw - Sept legal services	1909369	\$164.85	
-----			
Contact Safety Service Ltd.	EFT0001899	2019-11-28	\$368.00
-----			
Invoice Description	Invoice Number	Invoice Amount	
Fire Joint - Extinguisher svc	8700	\$151.20	
Fire - Extinguisher svc	8891	\$216.80	
-----			
Guillevin International Co.	EFT0001900	2019-11-28	\$10,978.36
-----			
Invoice Description	Invoice Number	Invoice Amount	
Fire Joint - Boots	0407-477283	\$1,939.35	
Fire - Function flow test	0407-478042 42	\$7,001.64	

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
Fire - Compressor repair	0407-478039		\$2,037.37
Heartland Stationers (2014) Lt	EFT0001901	2019-11-28	\$279.51
Invoice Description	Invoice Number	Invoice Amount	
Office - Post-its, 1" prongs	15954	\$28.20	
Fire Joint - Label tape, lamin	15817	\$119.11	
Fire joint - File folders	15825	\$24.32	
Fire Joint - Sharpies, pouches	18035	\$69.08	
P&L - Debit rolls	15902	\$38.80	
Heartland Auto Supply	EFT0001902	2019-11-28	\$70.20
Invoice Description	Invoice Number	Invoice Amount	
Fire Joint - Masterloc, prolin	001-430610	\$70.20	
Heartland Express	EFT0001903	2019-11-28	\$256.71
Invoice Description	Invoice Number	Invoice Amount	
Trans - Freight	10247	\$123.65	
Trans/Water - Freight	10266	\$133.06	
IJD Inspections Ltd.	EFT0001904	2019-11-28	\$1,376.71
Invoice Description	Invoice Number	Invoice Amount	
Pl&Dev - Oct 19 building permi	ST2019-10	\$1,376.71	
Stenlund, Wayne	EFT0001905	2019-11-28	\$129.31
Invoice Description	Invoice Number	Invoice Amount	
Roads - CUPE clothing allowanc	2019.11.19	\$129.31	
Stingray Radio Inc.	EFT0001906	2019-11-28	\$546.00
Invoice Description	Invoice Number	Invoice Amount	
Advertising Oct 28 - Nov 22	301847-11	\$546.00	
Tagish Engineering Ltd.	EFT0001907	2019-11-28	\$41,443.00
Invoice Description	Invoice Number	Invoice Amount	
Roads - Eng Svc 51 Avenue	17308	\$1,199.99	
Water - Eng Svc 50A Ave 43 St	17306	\$7,363.40	
Water - Eng Svc 57A St	17307	\$2,266.57	
Sewer - Eng Svc Lagoon	17309	\$2,733.73	
Roads - Eng Svc 51 Ave	17305	\$4,758.55	
Sewer - Eng Svc 57A St	17374	\$15,229.54	
Sewer - Eng Svc Lagoon	17376	\$7,891.22	
Topple, Chris	EFT0001908	2019-11-28	\$241.49
Invoice Description	Invoice Number	Invoice Amount	
Roads - CUPE clothing allowanc	2019.11.26	\$241.49	
Van Houtte Coffee Services Inc	EFT0001909	2019-11-28	\$92.34
Invoice Description	Invoice Number	Invoice Amount	
Office - Coffee room supplies	72210186-2020	\$92.34	

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
Ventnor, Coralee	EFT0001910	2019-11-28	\$100.00
=====			
Invoice Description	Invoice Number	Invoice Amount	
Rec - CUPE clothing allowance	2019.11.20	\$100.00	
=====			
Wally's Backhoe Services Ltd.	EFT0001911	2019-11-28	\$24,720.28
=====			
Invoice Description	Invoice Number	Invoice Amount	
Lanes - 3/4" road crush	351	\$10,365.20	
Holdback release	TS89-PPC#2	\$13,137.08	
Water - Flush Town main	370	\$1,218.00	
=====			
Whitten, Wanda	EFT0001912	2019-11-28	\$59.49
=====			
Invoice Description	Invoice Number	Invoice Amount	
Admin/Office - Mileage, pest	2019.11.19	\$59.49	
=====			
Yost, Dustin & Maria Cristine	EFT0001913	2019-11-28	\$1,800.00
=====			
Invoice Description	Invoice Number	Invoice Amount	
Comm Hall - Nov 19 janitorial	2019.11.01	\$1,800.00	
=====			
Total Cheques			\$185,944.18
			=====

Ranges:	From:	To:	From:	To:
Vendor ID	First	Last	Chequebook ID	GENERAL
Vendor Name	First	Last	Cheque Number	First
Cheque Date	2019-12-10	2019-12-10		Last

Sorted By: Cheque Number

Distribution Types Included:All

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
Automated Aquatics Canada Ltd.	EFT0001914	2019-12-10	\$295.00
-----			
Invoice Description	Invoice Number	Invoice Amount	
Pool Facility Chemicals	0000091261	\$295.00	
-----			
Barnes, Roger	EFT0001915	2019-12-10	\$25.00
-----			
Invoice Description	Invoice Number	Invoice Amount	
SRC Dec Telephone Allowance	2019.12.01	\$25.00	
-----			
Bhimani, Akbar	EFT0001916	2019-12-10	\$240.51
-----			
Invoice Description	Invoice Number	Invoice Amount	
Water Trans WWC Exam & Parking	2019.11.28	\$240.51	
-----			
Champion Social Media Marketin	EFT0001917	2019-12-10	\$735.00
-----			
Invoice Description	Invoice Number	Invoice Amount	
Admin Social Media Training	336(2)	\$735.00	
-----			
Digital Connection Office Syst	EFT0001918	2019-12-10	\$487.33
-----			
Invoice Description	Invoice Number	Invoice Amount	
Office Photocopies 10.30-11.29	231420	\$487.33	
-----			
Dodd, Sonia	EFT0001919	2019-12-10	\$25.00
-----			
Invoice Description	Invoice Number	Invoice Amount	
Pool Dec Telephone Allowance	2019.12.01	\$25.00	
-----			
Foot, Kyle	EFT0001920	2019-12-10	\$250.00
-----			
Invoice Description	Invoice Number	Invoice Amount	
Wtr Trns CUPE Clothing Allowan	2019.11.29	\$250.00	
-----			
Gerlitz, Steven	EFT0001921	2019-12-10	\$100.00
-----			
Invoice Description	Invoice Number	Invoice Amount	
Admin/Office Dec Phone/Travel	2019.12.01	\$100.00	
-----			
Graham, Leann	EFT0001922	2019-12-10	\$175.00
-----			
Invoice Description	Invoice Number	Invoice Amount	
P&D Dec Phone & Travel Allowan	2019.12.01	\$175.00	
-----			
Howe, Graham	EFT0001923	2019-12-10	\$25.00
-----			
Invoice Description	Invoice Number	Invoice Amount	

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
SRC/Cemetery Dec Phone Allow		2019.12.01	\$25.00
===== McCrinkle, Sarah	EFT0001924	2019-12-10	\$56.88
Invoice Description	Invoice Number	Invoice Amount	
Raods CUPE Clothing Allowance		2019.12.02	\$56.88
===== Park, Younjae	EFT0001925	2019-12-10	\$33.71
Invoice Description	Invoice Number	Invoice Amount	
WTP CUPE Clothing Allowance		2019.11.27	\$33.71
===== Proform Construction Products	EFT0001926	2019-12-10	\$429.45
Invoice Description	Invoice Number	Invoice Amount	
Drainage Concrete manhole cove	339955		\$429.45
===== QM Contracting	EFT0001927	2019-12-10	\$1,575.00
Invoice Description	Invoice Number	Invoice Amount	
Water Billing Nov Meter Reader	931372		\$1,575.00
===== Robbins, Brad	EFT0001928	2019-12-10	\$100.00
Invoice Description	Invoice Number	Invoice Amount	
P&L Dec Travel Allowance		2019.12.01	\$100.00
===== Rocky Mountain Phoenix	EFT0001929	2019-12-10	\$3,734.28
Invoice Description	Invoice Number	Invoice Amount	
Fire Mobile Pump Service Eng13	IN021283		\$1,934.56
Fire Mobile Pump Test Tower 10	IN021284		\$899.86
Fire Mobile Pump Test Eng12	IN021285		\$899.86
===== Standage, Maddie	EFT0001930	2019-12-10	\$150.00
Invoice Description	Invoice Number	Invoice Amount	
P&D Dec Travel Allowance		2019.12.01	\$150.00
===== Switenky, Greg	EFT0001931	2019-12-10	\$370.00
Invoice Description	Invoice Number	Invoice Amount	
Admin/Office Dec Phone/Travel		2019.12.01	\$370.00
===== Varghese, Cyril	EFT0001932	2019-12-10	\$30.64
Invoice Description	Invoice Number	Invoice Amount	
SRC CUPE Clothing Allowance		2019.12.01	\$30.64
===== Ventnor, Coralee	EFT0001933	2019-12-10	\$75.00
Invoice Description	Invoice Number	Invoice Amount	
SRC CUPE Clothing Allowance		2019.11.20(2)	\$75.00

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
Wally's Backhoe Services Ltd.	EFT0001934	2019-12-10	\$10,218.81
=====			
Invoice Description	Invoice Number	Invoice Amount	
-----			
Lanes Road Crush	389	\$10,218.81	
	Total Cheques		----- \$19,131.61 =====

Ranges: From:  
Vendor ID First  
Vendor Name First  
Cheque Date First

To:  
Last  
Last  
Last

From:  
Chequebook ID GENERAL  
Cheque Number ONL000236

To:  
GENERAL  
ONL000239

Sorted By: Cheque Number

Distribution Types Included:All

Vendor Name	Cheque Number	Cheque Date	Cheque Amount	
Rogers	ONL000236	2019-12-06	\$54.60	
Invoice Description			Invoice Number	Invoice Amount
Fire Jnt Data Plan 11.19-12.18			2095366202	\$54.60
Shaw Cable	ONL000237	2019-12-06	\$73.50	
Invoice Description			Invoice Number	Invoice Amount
Comm Hall Wifi 12.17 to 01.16			2019.11.17	\$73.50
Telus Communications	ONL000238	2019-12-06	\$2,984.39	
Invoice Description			Invoice Number	Invoice Amount
Telus Nov 22 to Dec 21			2019.11.23	\$2,984.39
Telus Mobility Inc.	ONL000239	2019-12-06	\$1,392.55	
Invoice Description			Invoice Number	Invoice Amount
Telus Nov 21 to Dec 21			2019.11.21	\$1,392.55
Total Cheques				\$4,505.04



**MINUTES OF THE JOINT TOWN OF STETTLER AND THE COUNTY OF STETTLER NO. 6 MEETING  
HELD ON WEDNESDAY, DECEMBER 4, 2019 AT 5:30 P.M.  
AT THE STETTLER RECREATION CENTRE – ROB & MARG GRANDFIELD ROOM**

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**PRESENT:** Town of Stettler  
Mayor Sean Nolls  
Councillors: Al Campbell, Cheryl Barros, Gord Lawlor, Malcolm Fischer,  
Scott Pfeiffer, and Wayne Smith  
CAO Greg Switenky  
Assistant CAO Steven Gerlitz  
Manager of Recreation and Culture Brad Robbins

County of Stettler No. 6  
Reeve Larry Clarke  
Councillors: Ernie Gendre, Les Stulberg, Dave Grover, Cheri Neitz.  
CAO Yvette Cassidy  
Director of Technology Andrew Brysiuk

**ABSENT:** County of Stettler No. 6  
Councillors Wayne Nixon and James Nibourg

1. **Dinner** Dinner was served at 5:30 p.m.
2. **Call to Order** Mayor Nolls assumed the Chair and called the Joint Town & County meeting to order at 6:10 p.m.

It is noted that the Chair is mutually rotated between the municipalities on an annual basis.

3. **Approval of Agenda**

**Motion 19:12:01** Moved by Town of Stettler Councillor M. Fischer that the Joint Town and County Meeting Agenda be approved as distributed.

MOTION CARRIED  
Unanimous

4. **Approval of Minutes**

**Motion 19:12:02** Moved by Town of Stettler Councillor W. Smith that the Joint Town and County Meeting Minutes from September 24, 2018 be approved as presented.

MOTION CARRIED  
Unanimous

5. **Current Business**

(a) Stettler Recreation – 2018 Financial Summary

- Stettler Recreation Centre Capital Update – 2018-2019
- Fieldhouse Collaborative EOI Under ICIP

Town of Stettler CAO G. Switenky presented summarized financial accounting information disclosing the gross and net amounts of money expended by the Town in 2018 on Recreation, Parks and Culture. This information also provided enhanced financial clarity respecting the Recreation Contribution Partnership provided by the County of Stettler No. 6.

Roundtable discussion ensued regarding various components of Recreation and Culture spending (deficits) and joint savings.

Town of Stettler CAO G. Switenky also advised that the Fieldhouse Collaborative Expression of Interest under the ICIP Program has been resubmitted and is currently ongoing.

General discussion took place regarding the museum funding. Town of Stettler CAO G. Switenky advised that the Town of Stettler funding allotment will remain the same as 2018 and 2019 with \$34,000 in 2020. County of Stettler CAO Y. Cassidy advised the funding allotment will be the same as 2019 with \$30,000 in 2020. It was noted that the County of Stettler also does incidental services for the museum in addition to the funding allotment, such as ground maintenance and snow plowing.

**Motion 19:12:03** Moved by Town of Stettler Councillor A. Campbell to accept the Recreation Summary Costing for information.

MOTION CARRIED  
Unanimous

(b) Airport GPS Approval Update and New Runway Lighting Grant Application

Town of Stettler CAO G. Switenky advised that on behalf of the Town of Stettler with support from the County of Stettler No. 6, funding has been requested under the Community Airport Program (CAP) for replacement of the existing airport runway/taxiway lighting. The application is for \$175,436.00, which is 75% of the project cost.

Pending approved funding, the Town will secure a qualified proponent through a Design Build RFP to supply runway lighting for the Stettler Airport's 914.4m (3000 ft) runway and adjacent apron and taxiways. The lights supplied shall include 30 runway edge lights, 10 taxiway edge lights, 8 apron lights, 12 threshold lights, beacon light, windsock light and 1 Aircraft Radio Controlled Aerodrome Lighting (ARCAL) controller. The lighting system shall be ICAO certified.

The Town of Stettler and the County of Stettler undertook an upgrade of the GPS Navigation system at the airport in 2017. Initial budget for the upgrade was \$40,000. The GPS System has been upgraded and is now being considered for approval by Nav Canada. Total cost for the system upgrade was \$7,450. The Town of Stettler is proposing to use the GSP system upgrade carry forward of \$32,550 towards the 25% of the runway lighting grant application. No objections were received.

**Motion 19:12:04** Moved by County of Stettler Councillor C. Neitz to accept the Airport GPS Approval Update and New Runway Lighting Grant Application for information.

MOTION CARRIED  
Unanimous

(c) Economic Development/Board of Trade Funding (Core Services)

County of Stettler Reeve, L Clark expressed the importance of regional economic development, and the Town and the County working together.

Town of Stettler CAO G. Switenky advised that on December 3<sup>rd</sup>, Stacey Benjamin and Dave Goodwin presented the 2020 Budget on behalf of the Stettler Regional Board of Trade. The Town of Stettler Council has referred the Budget as presented, with a net contribution of \$336,210 from the Town, to the Council 2020 Interim Operating Budget meeting on December 10, 2019.

The Stettler Regional Board of Trade's budget presentation highlighted the numerous events and programs completed throughout the year, as well as the economic development and tourism initiatives that are underway.

An Economic Development Sub-committee has also been established by Town Council as part of the 2018 Strategic Plan for the Town of Stettler. The Committee has met with local developers to talk about development strategies and concerns within the Town, created a list and contacted potential franchises to showcase Stettler as a possible location, attended a franchise fair in Calgary, developed a local map that identifies available land within the Town that is available for development, undertaken a housing strategy with a partnership with the County of Stettler Housing Authority. The Housing Strategy report is expected to be released in January/February 2020. It was suggested to invite a representative from the County to the next Economic Development Sub-Committee meeting on December 18 at 10:00am.

**Motion 19:12:05** Moved by County of Stettler Councillor L. Stulberg to accept the Economic Development / Board of Trade Funding (Core Services) for information.

MOTION CARRIED  
Unanimous

(d) Community/School Resource Officer (RCMP)

County of Stettler CAO Y. Cassidy outlined the County of Stettler concerns regarding the New Police Funding Model announced by the Provincial Government today:

- There was not adequate public consultation
- Budgetary constraints
- Rural Crime under the County Community Peace Officer (CPO) program has decreased due to increased presence and familiarity with area.
- Concern about RCMP level of service
- Future of current RCMP and County CPO partnerships
- The implementation and training of 300 more RCMP officers
- Current status of School Resource Officer (SRO)

Town of Stettler CAO G. Switenky advised that Chairman Hayden and Trustee Neitz of Clearview School Division during a presentation to Town Council last night outlined many of the Division's 2020 budgetary concerns, however the status of the School Resource Officer was not mentioned in the presentation.

**Motion 19:12:06** Moved by County of Stettler Councillor D. Grover to accept the Community School Resource Officer for information.

MOTION CARRIED  
Unanimous

(e) Town Recycling RFP (Contract Renewal 2020)

Town of Stettler CAO G. Switenky advised that the Town of Stettler RFP for garbage pickup, Recycling and Composting closed at 4:00pm today (Wednesday, December 4). The current agreement expires on December 31, 2019

**Motion 19:12:07** Moved by Town of Stettler Councillor W. Smith to accept the Town of Stettler Recycling RFP (Contract Renewal 2020) for information.

MOTION CARRIED  
Unanimous

6. Additions

7. Next Meeting – call of the Chair (County)

8. Adjournment

**Motion 19:12:03**

Moved by County of Stettler Councillor D. Grover that the Joint Town and County Meeting be adjourned.

MOTION CARRIED  
Unanimous at 8:10 p.m.

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Mayor/Reeve

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CAO/Assistant CAO

**MINUTES OF THE DECEMBER 9, 2019  
REGIONAL WATER SERVICES COMMISSION MEETING  
TOWN OF STETTLE – BOARD ROOM  
1:00 P.M.**

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Present: Steven Gerlitz, Assistant CAO, Town of Stettler  
Melissa Robbins, Director of Operations, Town of Stettler  
Malcolm Fischer, Councillor, Town of Stettler  
Larry Clark, Reeve – County of Stettler  
Yvette Cassidy, CAO, County of Stettler, Manager SMRWSC  
Christa Cornelssen, Director of Finance – County of Stettler  
Brenda Knight, Lacombe County, Hwy 12/21  
Keith Boras, Lacombe County, Highway 12/21 Manager

1. Call to Order

Assistant CAO S. Gerlitz called the meeting to order at 1:12pm

Additions to Agenda

1a) Nomination for Chair

Assistant CAO S. Gerlitz asked for nomination for position of Chair  
M. Fischer nominated L. Clark for position of Chair

Moved by B. Knight that nominations cease.

MOTION CARRIED  
Unanimous

Assistant CAO S. Gerlitz declared L. Clark, Chair of the Regional Water Services Committee. L. Clark

2. Additions to Agenda

1(a) Election of Chair and Vice Chair

Moved by M. Fischer that the agenda be accepted as amended.

MOTION CARRIED  
Unanimous

3. Minutes of the Regional Water Meeting of April 8, 2019

Moved by B. Knight that the minutes of the April 8, 2019 Regional Water Services Committee Meeting be approved as presented.

MOTION CARRIED  
Unanimous

**REGIONAL WATER SERVICES COMMITTEE MEETING  
DECEMBER 9, 2019  
PAGE 2**

4. Current Business

a. 2020 Regional Water Rates

Assistant CAO S. Gerlitz advised that a copy of the 2020 – 2022 rates were emailed to all partners on November 6. A working copy of the water model used by the Town of Stettler was also send within the same email. The actual expenses and consumption for 2019 will not be known until Feb/March of 2020. The 2020 water model calculated rates are based on projected consumption and 2020 budget expenditures.

S. Gerlitz highlighted the 2020 Water Rate and Budget summary handed out at the meeting:

Consumption – consumption updates from 2018 to 2019 with the addition of Bashaw to the Hwy 12/21 regional line:

- Hwy12/21 – 125,000 m3 to 250,000 m3 - 2020 - 250,000 m3
- SWMRWSC – 425,000 m3 to 500,000 m3 - 2020 - 500,000 m3

Expenses

- 2019 Budget - \$3,040,843 9 (entire water department)
- 2020 Budget - \$3,095,880 (entire water department)
- Difference - \$55,037 – 1.8% increase
- o WTP Salaries - \$16,390
- o WTP Chemical Testing - \$4,500
- o WTP Chemicals (+ freight) - \$6,500
- o WTP Insurance - \$9,120
- o WTP Power - \$13,547
- o WTP Gas - \$2,987
- o Total - \$53,044

2020 Water Rates

- 2020 - HWY12/21 - \$1.3960 / SMRWSC - \$1.4420
- 2019 - HWY12/21 - \$1.3900 / SMRWSC - \$1.4348
- 2018 – HWY12/21 - \$1.3900 / SMRWSC - \$1.4348

General discussion took place regarding implementing a Town of Stettler policy for the use of Restricted Funds. Assistant CAO S. Gerlitz advised that the Town of Stettler does not use a Council Policy for use of Restricted Funds. The use of Restricted Funds by the Town of Stettler is identified in the Capital Budgets which are voted on by Council. Any use of Restricted Funds by this Regional Water Committee must be approved and recommended to Town Council by a resolution from this Regional Water Committee. This process has been approved by the Auditor of the Town of Stettler.

Moved by M. Fischer to accept the 2020 Regional Water Rates as follows starting January 1, 2020:

- Hwy 12/21 - \$1.3960/m3
- SMRWSC - \$1.4420/m3

MOTION CARRIED  
Unanimous

b. Operational Update(s)

M. Robbins – Town – Water Treatment Plant

M. Robbins highlighted some of the 2019-2020 Projects:

- a) Settling pond dredging – project completion delayed to Spring of 2020 due to contractor timing
- b) 400-mm distribution line valve chamber, valve, controls. – ongoing – design being completed – work expected in March/April 2020
- c) Pond screening – complete
- d) Aeration into low lift

Keith Boras, Lacombe County, Highway 12/21 Manager

- a) Operationally commission is doing good
- b) Experiencing some local issues in the new Bashaw line
- c) Plastic Plant has been established in Bashaw – use of water yet to be determined
- d) Commission seeking funding meeting with Minister McIver
- e) Commission water rate raised \$0.12cm<sup>3</sup> due to lower than expected volumes

Yvette Cassidy – SMRWCS

- a) Operationally commission is doing good
- b) Commission has reapplied for provincial funding for White Sands to Rochon Sands Regional Line
- c) Commission has updated the members contribution method from a postage stamp model (every pay) to a user pay model

5. Additions

(a) None

6. Next Meeting Date

The next meeting of the Committee will be held Monday, April 6, 2020 at 1:00 pm at the Town Office.

7. Adjournment

The Regional Water Services Committee Meeting was adjourned at 1:41 p.m.

BYLAW 2123-19

A BYLAW OF THE TOWN OF STETTLER IN THE PROVINCE OF ALBERTA TO REGULATE AND PROVIDE CURBSIDE COLLECTION AND DISPOSAL OF GARBAGE, CURBSIDE COLLECTION AND DISPOSAL OF RECYCLABLE MATERIALS, AND COLLECTION OF COMPOSTING MATERIALS LOCATED AT COMPOSTING SITE LOCATIONS WITHIN THE TOWN OF STETTLER.

WHEREAS the Municipal Government Act Revised Statutes of Alberta 2000, Chapter M-26 (the Act), and amendments thereto, provides that Council may pass bylaws for the municipal purposes respecting the services provided by or on behalf of the municipality, and the enforcement of bylaws; and

WHEREAS it is desirable to regulate and manage the storage, collection and disposal of garbage, manage the storage, collection and disposal of recyclable materials and collection of composting materials at various compost collection sites within the Town of Stettler;

NOW THEREFORE the Municipal Council of the Town of Stettler in Council duly enacts as follows:

Title and Application

1. This bylaw shall be known as the "Waste Control Bylaw" for the Town of Stettler
2. The system for the collection and disposal of garbage, collection and disposal of recyclable materials and collection of composting materials at various compost collection sites within the corporate limits of the Town of Stettler shall be operated in the manner herein set forth
3. The Town shall have the sole right to collect and dispose or to contract the collection and disposal or to allow for private collection of all garbage and recyclable materials collected from dwellings and light commercial properties in the Town pursuant to provisions of this bylaw; all garbage shall be delivered to the Regional Landfill Site operated by the Stettler Waste Management Authority located in the N.E. 1/4 Sec 33-40-19-W4th Meridian during the normal operating hours. All recyclable materials shall be taken to a recycling facility of the collector's choice
4. The Town shall have the sole right to collect and dispose or to contract the collection and disposal or to allow for private collection of all compost material collected from compost collection sites within the Town pursuant to provisions of this bylaw; Compost material collected from each site shall be disposed of at Town of Stettler Composite Site located at the Stettler Transfer Site. (PT SE9-39-19W4th)
5. The Town of Stettler shall not be obligated to collect any garbage or recyclable materials at any dwelling where this bylaw is being contravened

Definitions

For the purposes of this bylaw, the following terms, phrases, words and their derivatives shall have the meanings given herein. When inconsistent with the context, words used in the present tense include the future; words in the plural number include the singular, and words in the singular include the plural. The word "shall" is always mandatory, and not merely directory



In this Bylaw, unless the context otherwise requires:

- a) "Alley" means a roadway located at the rear of any property and shall include all the land from the property line to the property line on the opposite side of said roadway
- b) "Apartment" means a building divided into separate self-contained living suites having sleeping, cooking and bathroom or toilet facilities; and which contain more than four (4) such suites
- c) "Ashes" means the residue or material remaining after a substance has been burned, whether such substance has been completely burned or not
- d) "Bulk Waste" includes furniture, appliances, mattresses, bicycles, or other oversize items not capable of being placed in a Household Waste Cart for collection
- e) "Building Waste" means all waste produced in the process of constructing, altering, repairing, or demolishing a building; including earth, vegetation, and rock displaced during the process of building
- f) "Bylaw Enforcement Officer" shall be a Peace Officer or Bylaw Enforcement Officer employed or contracted by the Town of Stettler
- g) "Collection area" means the location within the corporate limits of the Town of Stettler from which residential garbage collection and disposal and residential recyclable materials collection and disposal shall be undertaken from all dwellings within the Town of Stettler, as per Schedule A
- h) "Collection Day" means a day established and published by the Town of Stettler for Curbside residential garbage collection and disposal and residential recyclable materials collection and disposal, as per Schedule A
- i) "Collection Point" means the property, roadway, alley or street allowance, which has been designated by the Town of Stettler for the setting out of Household Waste Carts and Recycling Containers for curbside collection
- j) "Church" means a place of worship
- k) "Clean Wood" means an unfinished or untreated piece of wood
- l) "Collectors" means the persons who collect garbage, recyclable materials and compost materials within the Town for and on behalf of the Town or on behalf of a private party
- m) "Commercial Property Waste" means any waste generate by commercial property, industrial property, institutional property, community property, governmental property, religious property or charitable organizations
- n) "Compost Material" means plant material, leaves, and debris commonly thrown away in the course of maintaining yards and gardens, including grass clippings but excludes noxious weeds, sod, soil, asphalt, dirt, tree limbs, tree trunks, whole shrubs and or bushes
- o) "Construction Waste" means any waste produce in the process of constructing, altering, renovating, repairing, or demolishing a building; including earth, vegetation, and rock displaced during the process of construction
- p) "Condominium" means a building or bareland subdivision divided into individually owned units as described in the Condominium Property Act and any amendment thereto; and each condominium unit shall be deemed to be a single dwelling for the purpose of this bylaw
- q) "Council" means the Municipal Council of the Town of Stettler
- r) "Curbside Collection" means the system established under this bylaw by the Town of Stettler for the residential garbage collection and disposal and residential recyclable materials collection and disposal within the Town of Stettler

- s) "Customer" means the owner or occupant of a dwelling located within the Town of Stettler
- t) "Dwelling" means a residential premises for the domestic use of one or more individuals living a single housekeeping unit, with cooking, eating, living, sleeping and sanitary facilities including secondary suites and rental suites but does not include apartments, row houses or town houses with more than 4 units in each housing block, hotels, hospitals, motels, mixed use developments or institutional property. A duplex, secondary suites and rental suites shall be considered two dwelling units; a four-plex shall be considered four dwelling units; and individual condominium units and individual mobile homes within mobile home parks shall be deemed to be a single dwelling unit for the purpose of this bylaw
- u) "Excess Garbage" means any garbage generated at a dwelling which exceeds the capacity of one Household Waste Cart
- v) "Garbage" means all non-recyclable garbage generated through ordinary day-to-day activities from each dwelling
- w) "Household Waste Cart" includes a Garbage Cart and/or Recycling Container supplied by the Town of Stettler to each dwelling
- x) "Hazardous Waste" means any substance which is capable of causing bodily harm to any person handling, or coming in contact with, such substance
- y) "Industrial Property" means a building or premises in which any manufacturing, processing, production, cleaning, repairing, servicing, testing, storage, warehousing, distribution, transshipment of any materials, goods, products, or equipment is carried on
- z) "Institutional Property" means non-commercial, non-residential places where the occupants sojourn for limited periods; and includes, but is not limited to, hospitals, schools, churches, government buildings and senior citizens residential lodges
- aa) "Light Commercial Properties" – means properties that are currently receiving manual garbage collection services from the collector for the monthly charge established by Council. These properties (schedule C) shall be grandfathered in for the purposes of this bylaw.
- bb) "Manager" means the Chief Administrative Officer (CAO) for the Town of Stettler, or their designate
- cc) "Occupant" means any person who occupies a dwelling or land and, without restricting the generality of the foregoing, includes every resident, tenant, owner and general contractor or builder
- dd) "Recycling Container" means a "green bin" supplied by the Town of Stettler to each dwelling to contain all recyclable materials for collection. Customers may also have other open face box plastic bins and clear plastic recyclable bags to contain recyclable materials for collection in lieu of the "green bin", to the satisfaction of the Manager
- ee) "Residential Premises" includes:
  - a. any building containing a single-family dwelling (single detached dwelling);
  - b. a mobile home situated in a mobile home park; and
  - c. a semi-detached dwelling including secondary suites, rental suites, duplexes, four-plexes, town houses with 4 or less units, row houses with 4 or less units, where each single dwelling unit is deemed to be a residential premise
- ff) "Storage Area" means the area of the residential premises where the Household Waste Carts and Recycling Containers are be stored on non-collection days. The storage area does not mean the travelling area of a roadway or alley.

- gg) "Street" means public thoroughfares within the Town; and includes, where the context allows, the sidewalk and borders of the streets, and all parts appearing in the Land Titles Office as set aside for public thoroughfares. When used in distinction to a lane, the word "street" shall mean the public thoroughfare on which the premises in question backs onto
- hh) "Town" means the municipal corporation of the Town of Stettler
- ii) "Violation Ticket" means a violation ticket issued pursuant to Part 2 of the Provincial Offences Procedure Act
- jj) "Written Warning" means a written warning issued by a Bylaw Enforcement Officer that outlines a violation of this bylaw, corrective action, and timeline to complete corrective action

Waste Collection and Disposal and Recyclable Material Collection and Disposal Collection Fee

1. Garbage and recyclable materials from each dwelling shall be removed by the Town or the Town's Contractor for a monthly fee
2. Fees and charges for collection services shall be billed to the owner or occupant of any dwelling that receives collection services
3. An owner or occupant shall be responsible for all fees and charges from the date of ownership or occupancy of a dwelling, whichever occurs first
4. Fees and charges shall be invoiced on a Town of Stettler Utility Bill, and are payable in accordance with the terms and conditions of that invoice
5. Commercial property including businesses, hotels, hospitals, motels, mixed-use developments or institutional properties shall make private arrangements for the collection and disposal of all garbage and recyclable materials
6. Monthly utility charges for collection services shall continue to be applicable to light commercial properties, as per schedule C, which have been grandfathered for the purpose of this bylaw
7. All persons shall provide and maintain in reasonable condition a storage area for the placement of garbage and recyclable materials, Household Waste Carts and Recycling Containers as storage between collection days
8. All dwellings within the collection area shall be levied monthly garbage collection and disposal fees and recycling collection and disposal fees as established by Council by bylaw
9. All dwellings while in account with the Town of Stettler for utility service (water and/or sewer) are deemed to be in account for garbage and recyclable materials collection and disposal services

10. A dwelling in the Town of Stettler that was part of the 2010 annexation from the County of Stettler, and is not connected to the Town utility service (water and/or sewer) may request for the collection and disposal of garbage and recyclable materials with the Manager, in writing, for the full garbage and recycling utility monthly fee as established by Council
11. A dwelling in the Town of Stettler that was part of the 2010 annexation from the County of Stettler, and is not connected to the Town utility service (water and/or sewer) may opt out of the collection and disposal of garbage and recyclable materials with the Manager, in writing and will be charged the monthly garbage and recycling utility fee as established by Council minus the actual cost of collection and disposal of garbage and recyclable materials paid by the Town of Stettler to the Contractor by contract
12. The cost per month of collection and disposal of garbage and recyclable materials as determined by Council from each dwelling within the collection area in the Town of Stettler shall be added to and form part of the Town of Stettler Utility Bill and shall be due and payable on or before the due date shown on the Utility Bill
13. A penalty charge shall be levied on any unpaid amount which is outstanding after the due date.
14. Enforcement of payment of any charges or fees or rates levied pursuant to this bylaw may be any or all of the following methods, namely:
  - a. by action in any court of competent jurisdiction;
  - b. by shutting off the utility service being supplied to the consumer, or discontinuing the service thereof;
  - c. by entering the account on the assessment and tax roll of the Town where the consumer is the owner of the premises being served;
  - d. by referral to a Financial Collection Agency acting on behalf of the Town of Stettler.

#### Household Waste Carts and Recycling Containers

15. All dwellings will be supplied with one Household Waste Cart and one Recycling Container. Additional Recycling Containers only may be available for pickup at the Town office for a fee of \$10.00 per additional container
16. A Household Waste Cart and Recycling Container will be assigned to each specific address within the Town of Stettler
17. Household Waste Carts and Recycling Containers are supplied and owned by the Town of Stettler
18. If a Household Waste Cart or Recycling Container is lost, stolen or damaged, the customer may make a request to the Town of Stettler to repair or replace the Household Waste Cart or Recycling Container, subject to the following:
  - a. If the damage to the Household Waste Cart or Recycling Container is deemed to be as a result of non-compliance with any part of this bylaw, the customer is responsible

for the full cost of repair or replacement along with any other applicable fees or charges

- b. If a Household Waste Cart or Recycling Container is damaged as a result of the customer's neglect and/or willful damage, the customer is responsible for the full cost of repair or replacement along with any other applicable fees or charges
- c. The Manager will have final discretion on any matters under this section

- 19. It is an offence to alter or modify a Household Waste Cart or Recycling Container for the purpose of changing the intended use of the Household Waste Cart or Recycling Container without the written consent of the Town of Stettler

#### Collection Schedule (Schedule A)

- 20. Curbside collection will occur in accordance with the schedule established by the Town of Stettler, as per Schedule A

#### Garbage Collection and Disposal and Recyclable Materials Collection and Disposal

- 21. The Town of Stettler shall maintain a system for the collection, removal and disposal of garbage and recyclable materials from residential properties within the Town of Stettler boundaries
- 22. The Town of Stettler may enter into a contract with any person for the collection of all or a portion or specific types of garbage and recyclable materials within the Town Limits
- 23. The Town shall not be responsible for the collection or disposal of any garbage and recyclable materials generated on any tax exempt, mixed use, multi-unit developments over four units, commercial property, industrial property or institutional property as designated in the Town of Stettler Land-Use Bylaw
- 24. All persons requiring a higher level of service for the collection of materials not covered under this bylaw herein may make their own arrangements with a collector at no additional cost to the Town for collection and disposal of garbage
- 25. The Town shall not be obligated to collect any garbage and recyclable materials at any dwelling or premises where the provisions of this bylaw are being contravened, and the owner or occupant of such dwelling shall be so notified by the Town or by the placement of a written warning or violation tag
- 26. All dwellings within the collection area and Town owned or operated buildings and facilities shall have their garbage and recyclable materials removed by collectors engaged by the Town to provide such service at regular intervals established by Council, as per Schedule A
- 27. Any commercial property or industrial property which does not have its garbage removed in a manner satisfactory to the Manager, shall be charged for costs incurred by the Town to have the garbage removed and disposed of at the Stettler Transfer Station

28. No collection will be made where there is a threat of harassment of, or interference with, a collector by the owners or occupants
29. No persons, other than those authorized under the provisions of this bylaw, shall interfere with or disturb the contents of a Household Waste Cart or the Recycling Container after the same has been placed for collection
30. The collector shall not be responsible for the cleanup of garbage and recyclable materials spilled by the owner or resulting from the garbage and recyclable materials being stored in insecure garbage or recycling container
31. The municipality will not be responsible for any damages to Household Waste Carts or Recycling Containers as a result of the owner or occupant's use of such Household Waste Carts or Recycling Containers

#### Placement of Household Waste Carts and Recycling Containers for Collection

32. Every owner or occupant of a dwelling in the Town shall ensure that all Household Waste Carts and Recycling Containers assigned to that property are set out on collection day, in such a manner that Automated Collection may occur, as per Schedule A, including:
  - a. If the dwelling is adjacent to an alley, Household Waste Carts and Recycling Containers shall be placed adjacent to and facing the alley
  - b. If the dwelling is not adjacent to an alley, Household Waste Carts and Recycling Containers shall be placed at the curb of the street, touching the edge of the gutter, at the mouth of the driveway with the cart or container facing the street or as near as possible to the roadway at the front of the property, without obstructing the sidewalk and as directed by the Manager or a Bylaw Enforcement Officer and allowed to remain, only on collection day
  - c. Placement at the collection point no sooner than 24 hours ahead of a scheduled collection for the dwelling and ensure Household Waste Carts and Recycling Containers are set out for collection prior to 7:00a.m. on collection day
  - d. Ensure that Household Waste Carts and Recycling Containers are removed from the collection point and returned to their storage area no later than 8:00 pm on collection day
  - e. Ensure the Household Waste Carts and Recycling Containers are placed such that they have clearances from any obstacles of one meter on all sides and ensure overhead clearance above carts
  - f. Ensure that the Household Waste Carts and Recycling Containers are placed out for collection in a way that they cannot easily be tipped over
33. The Town may assign a collection point for any dwelling, in which case the Household Waste Carts and Recycling Containers shall be placed in order to provide the collector unobstructed and convenient access thereto
34. In cases where other special conditions exist which make the collection point impractical as per section 33 above, such Household Waste Carts and Recycling Containers shall, with the

approval of the Manager, be located at a reasonable place for pickup by the contractor, as directed by the Manager

35. The owner or occupant of a dwelling shall ensure that the Household Waste Cart and Recycling Container assigned to the premises are in all situations including winter conditions, placed out for collection at a location that is level with the street/lane surface and that the collection point location is clear of snow and ice to provide for ready access by the collection vehicle
36. Every person who fails to comply with the provisions of this bylaw shall be responsible for their own garbage and recyclable materials which have been generated on such property
37. Every person shall ensure that the Household Waste Cart and Recycling Containers are located so as not to impede or obstruct pedestrian or vehicular traffic or road maintenance operations or so as to endanger the safety of the collector or any other person
38. The Manager shall be the final authority on placement of Household Waste Carts and Recycling Containers in cases of a dispute

#### Preparation of Garbage and Recyclable Materials for Residential Collection

39. No person shall, within the Town of Stettler:
  - a. place any oil, grease, liquid fat, flammable liquids or other fluid waste for disposal within the Household Waste Carts
  - b. place any garbage or any discarded material whatsoever, on any property not his own or occupied by him, except in a Transfer Station or Landfill area provided for the disposal of such material
  - c. place any scrap lumber or discarded building materials of any kind with/or as garbage unless contained within the Household Waste Cart ensuring nothing is protruding from the Household Waste Cart
  - d. place any loose litter or sawdust in Household Waste Cart, unless it is bagged.
  - e. place for disposal any dangerous goods, hazardous waste or radioactive materials in the Household Waste Cart or Recycling Container
  - f. place fluorescent lighting inside the Household Waste Cart or Recycling Container for collection and disposal. Disposal of fluorescent lighting shall be done at the Stettler Transfer Site by the occupant
  - g. place hypodermic needles inside the Household Waste Cart or Recycling Container for collection and disposal. Hypodermic needles shall be broken at the hub; and be encased in a stout cardboard box, a metal or plastic container, or other such container that cannot be broken or punctured by the needle
  - h. place any material directly in the Household Waste Cart or Recycling Container which might adhere to the inside of the cart
  - i. compress contents placed in the Household Waste Cart or Recycling Container in such a manner that the material does not fall freely from the Cart or Container during the regular collection process

40. The owner or occupant of a dwelling shall keep the lane in the rear and/or the roadway and sidewalk in front of their premises in a clean and tidy condition and free from garbage or recyclable materials. Household Waste Carts and Recycling Containers shall be removed from the collection point and properly stored in their storage area after collection
41. No owner or occupant shall permit garbage or recycle materials to accumulate loosely on any land or property
42. The owner or occupant of a dwelling within the collection area shall:
  - a. utilize only the Household Waste Carts and Recycling Containers provided by the Town for the collection and disposal of household garbage and collection and disposal of recyclable materials
  - b. ensure that all garbage is contained within the Household Waste Carts, ensuring cart lids are completely closed so that material is not spilled during collection
  - c. ensure that all recyclable materials are contained within the Recycling Container or neatly bundled and place beside or under the Recycling Container for collection
43. In the event where garbage and recyclable materials are to be collected from condominiums, collection bins for said units shall all be placed in a centralized location for pick-up, or near a travelled portion of the access road lane; on the property of the premises or elsewhere to the satisfaction of the Manager
44. Where garbage and recyclable materials are to be collected from any dwelling where, in the opinion of the Manager, it is impractical to locate or store the Household Waste Carts and Recycling Containers for collection, collectors may be required to enter into the aforesaid property to collect the garbage and recyclable materials

#### PROHIBITIONS

45. Unless special arrangements for collection are agreed to by the Manager, the Town shall not remove:
  - a. building materials and building waste
  - b. discarded furniture, household equipment and appliances
  - c. discarded automobile parts, including tires and other private vehicles
  - d. tree limbs, whole shrubs or bushes, or portions of hedges
  - e. fences, gates and other permanent and semi-permanent fixtures on the premises
  - f. discarded heavy machinery
46. No person shall, within the Town of Stettler:
  - a. include any of the following materials in a Household Waste Cart or Recycling Container:
    - i. hazardous waste
    - ii. bio-hazardous medical wastes, blood samples or cultures from laboratory and clinical works
    - iii. bulk waste
    - iv. flammable, combustible or oxidizing materials



- v. materials that are on fire or above a temperature of 65°C
- vi. explosive substances, objects or mechanisms
- vii. hot ashes for the purposes of this item, ashes shall not be considered "cold" until at least 5 days after they have been removed from a fire
- viii. oil, oil filters, or oil containers
- ix. trees, tree stumps, logs, land-clearing debris, timbers and fence posts; sod, soil, asphalt, dirt, tree limbs, tree trunks, whole shrubs and bushes, or concrete material
- x. construction waste
- xi. motor vehicle parts and farm implements
- xii. commercial property waste
- xiii. liquid waste
- xiv. waste materials not identified as acceptable for landfilling pursuant to any permit or certificate issued by Alberta Environment
- xv. any excess garbage that exceeds the capacity of the Household Waste Cart or prevents the lid from closing
- xvi. luminescent gas filled electric discharge tubes or florescent tubes
- xvii. any material that is designated by Alberta Recyclable Management Authority; or
- xviii. any material that is designated/banned by regional landfills
- xix. prohibited noxious weeds as listed under the *Weed Control Regulation*
- b. burn waste or garden refuse outside of a building in any area of the Town from which waste is presently collected by the Town. However, the burning of clean wood is acceptable when burned in an appropriate fire pit or other similar safe structure.
- c. fill any Household Waste Cart or Recycling Container in such manner that: - the cover cannot be fitted properly thereon; - the contents thereof cannot be easily removed therefrom; - the contents thereof are overflowing
- d. store building waste on any portion of any Town street or alley at any time. Special consideration may be given at the discretion of the Manager
- e. place waste of any type or direct or allow to be placed upon any portion of a street or alley with the exception of sand or similar materials placed in reasonable quantities on icy or slippery streets or sidewalks, as approved by the Manager
- f. dispose of waste of any description elsewhere than at a disposal site of a type appropriate for the type of waste; and in a fashion directed by the Manager
- g. deposit waste on any Town street, lane, in any public park, place or watercourse
- h. pick through, or remove, or in any way interfere with any garbage or recyclable materials on property not his own
- i. collect waste for use as animal food

#### SCAVENGING

47. No Person shall place garbage or recyclable material in the Household Waste Cart or Recycling Container of another person without the other person's consent

48. No Person other than an authorized collector or the person placing garbage or recyclable material in a Household Waste Cart or Recycling Container shall interfere with, disturb, or remove the contents of a Household Waste Cart or Recycling Container set out for collection

#### RIGHTS OF SUSPENSION

49. The Manager may suspend curbside collection from any dwelling for non-compliance with this bylaw, whether the non-compliance has been prosecuted or not

#### RIGHT OF ENTRY

50. The Manager or Bylaw Enforcement Officer may enter at all reasonable times upon any property subject to the provisions of this bylaw for the purposes of ascertaining whether the regulations, directions or provisions contained in this bylaw are being met

#### NEW CONSTRUCTION

51. For any newly constructed dwellings within the Town of Stettler, curbside collection and the invoicing of applicable fees shall commence when the owner or occupant is granted permission to occupy (occupancy permit) under the building permit

#### Composting Sites Collection – Schedule B

52. Compost material collection shall be performed by the collector at least twice per week on a seasonal basis (generally starting in the third week of April and ending in the second week of November) from multiple sites determined by the Town (Schedule B). The Contractor shall empty all compost bins at each site on a mutually agreed upon regular schedule (Tuesday and Fridays preferred), and for any additional pick-ups that may be requested by the Town. Compost material pick up at each site shall be disposed of at Town of Stettler Composite Site located at the Stettler Transfer Site. (PTSE9-39-19-W4th)

#### Collectors

53. It shall be the responsibility of the collectors to:
  - a. be as careful as is reasonable possible not to damage or misuse any Household Waste Cart or Recycling Container
  - b. replace emptied Household Waste Carts or Recycling Containers in approximately the same location where picked up
  - c. ensure that all garbage placed out for pick-up is disposed of in a satisfactory manner, providing the regulations set forth in this bylaw are met and adhered to
  - d. any garbage and recyclable materials properly out on collection day, as per this bylaw must be picked up
  - e. no collector shall leave garbage or recyclable materials on the ground which has spilled from the Household Waste Cart, the Recycling Container or the collection vehicle during the collection process
  - f. Collectors shall drive in the center of the alley and not on the shoulder of the alley

Offenses and Penalties

- 54. Every person who contravenes any portion of this bylaw is guilty of an offence and liable on summary conviction to a fine outlined in a violation ticket of not less than One Hundred Dollars (\$100.00) and not more than Twenty-Five Hundred Dollars (\$2,500.00)
- 55. Notwithstanding any other provisions for penalties in this bylaw, a Bylaw Enforcement Officer may, in lieu of laying any violation ticket in respect to the alleged breach, issue a written warning to the owner or occupant outlining the corrective action and the timeline to complete the corrective action
- 56. In the event that the actions prescribed with the written warning are not completed within the time allotted herein, a Bylaw Enforcement Officer may thereafter lay a violation ticket in respect to the offense for which the written warning was issued
- 57. Whenever, in this bylaw, it is directed that an owner or occupant of any building or premises shall do any matter of thing, then in default of its being done, any or all such owners or occupants shall be liable to prosecution and it shall be no defence for any owner or occupant so prosecuted to allege that any other person is responsible for such default
- 58. No section in this bylaw shall be deemed to nullify, amend, supersede, or repeal any provisions or regulations pertaining to fire or public health, but in the event of any conflict between such regulations and this bylaw, the provisions of this bylaw shall be modified only to the extent necessary to give effect to the fire or health requirements as the case may be
- 59. Where the provisions of this bylaw are more stringent than provisions of fire or health regulations, the more stringent provisions shall be followed

ADMINISTERING THE BYLAW

- 60. The Manager is authorized to administer this bylaw, as well as supervise, control and direct the curbside collection

SEVERABILITY

- 61. Each provision of this bylaw is independent of all other provisions. If any such provision is declared invalid by a court of competent jurisdiction, all other provisions of this bylaw will remain valid and enforceable

TRANSITIONAL

- 62. Bylaws 1537, 1538 and 1706-94 - are hereby rescinded

This bylaw shall come into effect \_\_\_\_\_ 2019

Read a first time this \_\_\_\_\_.

Read a second time this \_\_\_\_\_.

Read a third time and finally passed this \_\_\_\_\_.

Schedule A – 2019 Residential Garbage and Recycling Schedule

## 2019 Residential Garbage & Recycling Schedule

▲ = Seasonal Compost Bins

Transfer Station

Garbage day indicated by solid yellow, red or green.

Recycling day indicated by colour of leaf.

### Town of Stettler

Please have garbage/recycling out by 7am on the indicated day, or you may be missed!

January 2019					February 2019					March 2019					April 2019				
M	T	W	Th	F	M	T	W	Th	F	M	T	W	Th	F	M	T	W	Th	F
	1	2	3	4					1					1	1	2	3	4	5
7	8	9	10	11	4	5	6	7	8	4	5	6	7	8	8	9	10	11	12
14	15	16	17	18	11	12	13	14	15	11	12	13	14	15	15	16	17	18	19
21	22	23	24	25	18	19	20	21	22	18	19	20	21	22	22	23	24	25	26
28	29	30	31		25	26	27	28		25	26	27	28	29	29	30			

May 2019					June 2019					July 2019					August 2019				
M	T	W	Th	F	M	T	W	Th	F	M	T	W	Th	F	M	T	W	Th	F
		1	2	3	3	4	5	6	7	1	2	3	4	5				1	2
6	7	8	9	10	10	11	12	13	14	8	9	10	11	12	5	6	7	8	9
13	14	15	16	17	17	18	19	20	21	15	16	17	18	19	12	13	14	15	16
20	21	22	23	24	24	25	26	27	28	22	23	24	25	26	19	20	21	22	23
27	28	29	30	31						29	30	31			26	27	28	29	30

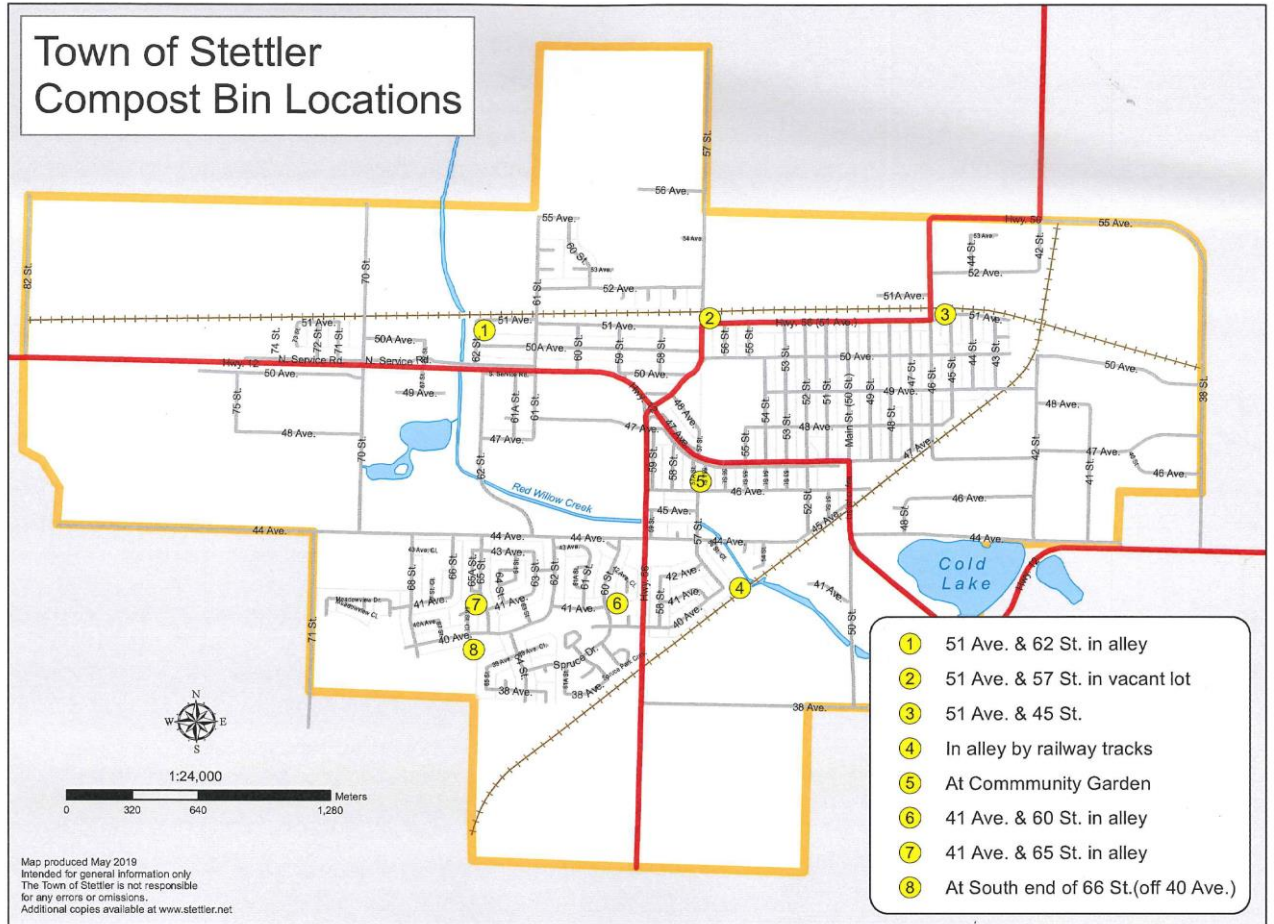
  

September 2019					October 2019					November 2019					December 2019				
M	T	W	Th	F	M	T	W	Th	F	M	T	W	Th	F	M	T	W	Th	F
2	3	4	5	6	1	2	3	4						1	2	3	4	5	6
9	10	11	12	13	7	8	9	10	11	4	5	6	7	8	9	10	11	12	13
16	17	18	19	20	14	15	16	17	18	11	12	13	14	15	16	17	18	19	20
23	24	25	26	27	21	22	23	24	25	18	19	20	21	22	23	24	25	26	27
30					28	29	30	31		25	26	27	28	29	30	31	Jan 1	Jan 2	

No recycling collection

Questions on Garbage or Recycling? Please see our website at [www.stettler.net](http://www.stettler.net)  
 phone: 403-742-8305 e-mail: [townoffice@stettler.net](mailto:townoffice@stettler.net) created Dec. 2018

Schedule B – 2019 Town of Stettler Compost Bin Locations



Bin Locations and Numbers of Bins – Compost Bin Pick-up Tuesdays and Fridays Each Week

Location 1 – 2 Bins

Location 2 – 8 Bins

Location 3 – 2 Bins

Location 4 – 2 Bins

Location 5 – 2 Bins

Location 6 – 3 Bins

Location 7 – 2 Bins

Location 8 – 2 Bins (proposed 2020 – 1 Bin – 1 Bin relocated to 62<sup>nd</sup> street for campground)

Total – 23 Bins

Schedule C – 2019 Light Commercial Properties

	D_Utility Account	UT Cust Name	Add1	Add2	Status	D_End Billing
1	070010.01	West. Canadian District of the	6109	41 Avenue	Active	02/07/2019
2	081100.01	Grace Fellowship Baptist	5923	51 Avenue	Active	02/07/2019
3	082560.00	Stettler Church of the Nazarene	5717A	50 Avenue	Active	02/07/2019
4	083200.00	St. Peters Lutheran Church	5712	48 Avenue	Active	02/07/2019
5	093020.00	Stettler Congregation of	6912	50A Avenue	Active	02/07/2019
6	110035.02	1254391 Alberta Ltd	4701	50 Street	Active	02/07/2019
7	110040.05	Joca Designs Inc.	4705	50 Street	Active	02/07/2019
8	110060.02	Vision Credit Union Ltd.	4707	50 Street	Active	02/07/2019
9	110230.02	1240837 Alberta Ltd.	4921	50 Street	Active	02/07/2019
10	110290.01	Gilbert, James Middleton	4937	50 Street	Active	02/07/2019
11	110300.03	Rehman, William Henry	4939	50 Street	Active	02/07/2019
12	110450.01	Sikstrom, Shawna Renee	4909	51 Avenue	Active	02/07/2019
13	110800.00	Lynes, Edward Lorne	4719	49 Street	Active	02/07/2019
14	110810.00	Alberta Conference of Seventh-Day	4801	49 Street	Active	02/07/2019
15	130035.03	F.C.S.S.	4720	50 Street	Active	02/07/2019
16	130085.00	Nicolay, Herman R.	4812A	50 Street	Active	02/07/2019
17	130140.04	Hansel, Ron	4826	50 Street	Active	02/07/2019
18	130160.02	Variable Finance Inc.	4832	50 Street	Active	02/07/2019
19	130190.16	Heartland Ag Marketing Inc.	4908	50 Street	Active	02/07/2019
20	130260.06	Phillips, Brett Carey	4920	50 Street	Active	02/07/2019
21	130350.06	Hatch, Derrick F.	4940	50 Street	Active	02/07/2019
22	130610.08	Osterud, Erick Charles	4909	51 Street	Active	02/07/2019
23	130950.00	Stettler United Church Trustee	4816	51 Street	Active	02/07/2019
24	130970.03	Howarth, Rick E Professional	4902	51 Street	Active	02/07/2019
25	130990.02	V.N. Patel Holdings Ltd.	4906	51 Street	Active	02/07/2019
26	140830.00	Roman Catholic Church	5401	50 Avenue	Active	02/07/2019

**BYLAW 2124-19**

A BYLAW OF THE TOWN OF STETTLER, IN THE PROVINCE OF ALBERTA, TO AMEND BYLAW 1604, BEING A BYLAW TO PROVIDE FOR THE LEVYING OF SEWER SERVICE RATES AND FOR THE COLLECTION THEREOF.

WHEREAS pursuant to the provisions of the Municipal Government Act, Chapter M26 of the RSA and amendments thereto.

THE MUNICIPAL COUNCIL OF THE TOWN OF STETTLER IN COUNCIL ASSEMBLED ENACTS AS FOLLOWS:

1. Delete Sections 2(a) & 2(b) in their entirety and replace Sections 2(a) & 2(b) to read as follows:

2(a) Single Family Residential Dwellings – Flat Rate \$22.75 per month.

2(b) All Other Sewer Services – 40% of water bill/month or \$22.75 per month whichever is greater.

In the case of a property where no meter or other exact means exist to determine the quantity of water used, or where a meter ceases to operate, the Town shall make an estimate of such quantity for the purpose of determining the sewer charge.

2. That Bylaw 2114-18 be repealed.

3. That this bylaw shall take effect on January 1, 2020.

READ a first time this 17<sup>th</sup> day of December, A.D. 2019.

Read a second time this 17<sup>th</sup> day of December, A.D. 2019.

Read a third and finally passed this 17<sup>th</sup> day of December, A.D. 2019.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Assistant CAO

**BYLAW 2125-19**

A BYLAW OF THE TOWN OF STETTLER, IN THE PROVINCE OF ALBERTA, TO AMEND BYLAW 1856-02, BEING A BYLAW RELATING TO THE WATER SYSTEM OF THE TOWN OF STETTLER, INCLUDING THE FIXING OF RATES, CHARGES AND CONDITIONS FOR THE SUPPLY OF POTABLE WATER.

WHEREAS pursuant to the provisions of the *Municipal Government Act*, R.S.A. 2000, c. M-26, as amended, or repealed and replaced from time to time.

THE MUNICIPAL COUNCIL OF THE TOWN OF STETTLER IN COUNCIL ASSEMBLED ENACTS AS FOLLOWS:

1. That Bylaw 1856-02 is amended as follows:

**SCHEDULE "A" – WATER TARIFF**

Delete Section 1 in its entirety and replace Section 1 to read as follows:

<b><u>1. Metered Rates</u></b>	<b><u>Jan 1/20</u></b>
In-Town Customer - Variable Component Consumption per m <sup>3</sup>	\$2.82
In-Town Customer - Fixed Component Flat Fee Per Month	\$10.00
Hwy 12/21 Agreement - Consumption per m <sup>3</sup> - Subject to Annual True-up	Rate as per Water Model
Shirley McClellan Regional Water Services Commission - Consumption per m <sup>3</sup> - Subject to Annual True-up	Rate as per Water Model

2. That Bylaw 2113-18 be repealed.

3. That this bylaw shall take effect on January 1, 2020.

READ a first time this 17<sup>th</sup> day of December, A.D. 2019.

Read a second time this 17<sup>th</sup> day of December, A.D. 2019.

Read a third and finally passed this 17<sup>th</sup> day of December, A.D. 2019.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Assistant CAO



**BYLAW 2126-19**

A BYLAW OF THE TOWN OF STETTLER, PROVINCE OF ALBERTA TO AUTHORIZE THE RESIDENTIAL PREMISES FEE.

WHEREAS pursuant to the provisions of the *Municipal Government Act*, R.S.A. 2000, c. M-26, as amended, or repealed and replaced from time to time.

THE MUNICIPAL COUNCIL OF THE TOWN OF STETTLER IN COUNCIL ASSEMBLED ENACTS AS FOLLOWS:

1. That Schedule "A" of Bylaw 1706-94, the "Waste Control Bylaw" shall be and is hereby amended as follows:
  - (a) In Schedule "A", the Residential Premises Fee be changed from \$23.50 to \$23.75 per month.
2. That Bylaw 2115-18 be repealed.
3. That this Bylaw shall take force and effect on January 1, 2020.

READ a first time this 17<sup>th</sup> day of December, A.D. 2019.

Read a second time this 17<sup>th</sup> day of December, A.D. 2019.

Read a third and finally passed this 17<sup>th</sup> day of December, A.D. 2019.

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Mayor

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Assistant CAO



ALBERTA  
MUNICIPAL AFFAIRS

*Office of the Minister  
MLA, Edmonton - South West*

AR99021

December 3, 2019

His Worship Sean Nolls  
Mayor  
Town of Stettler  
PO Box 280  
Stettler AB T0C 2L0

Dear Mayor Nolls,

Thank you for your municipality's partnership in the Shallow Gas Tax Relief Initiative. This was an important initiative offering cost relief to many of Alberta's struggling shallow gas producers while the province works to update the regulated assessment model. I appreciate your municipality's swift action under the initiative's short timeline.

Upon receiving your Shallow Gas Tax Relief Initiative application, I worked with my colleague, the Honourable Adriana LaGrange, Minister of Education, who has approved your application. Therefore, I am pleased to confirm a credit amount of \$218 will be applied to your December Alberta School Foundation Fund requisition invoice.

Thank you again for your participation.

Yours very truly,

Kaycee Madu  
Minister

cc: Honourable Adriana LaGrange, Minister of Education  
Nate Horner, MLA, Drumheller-Stettler  
Greg Switenky, Chief Administrative Officer, Town of Stettler





ALBERTA  
MUNICIPAL AFFAIRS

*Office of the Minister  
MLA, Edmonton - South West*

AR98902

December 4, 2019

His Worship Sean Nolls  
Mayor  
Town of Stettler  
PO Box 280  
Stettler AB T0C 2L0



Dear Mayor Nolls,

In August, our government provided \$597 million in interim Municipal Sustainability Initiative (MSI) funding to help municipalities and Metis Settlements move forward with their local priorities.

I am pleased to confirm the additional \$74 million in MSI capital funding announced as part of Budget 2019. Combined with the interim funding, municipalities and Metis Settlements will have access to \$671 million in MSI funding, \$641 million under the capital component and \$30 million under the operating component.

For the Town of Stettler, the additional MSI capital funding is \$80,834; \$39,712 under the MSI component and \$41,122 under the Basic Municipal Transportation Grant (BMTG) component. When added to the MSI capital funding of \$842,664 committed through the Interim Supply in August 2019, your municipality's total capital funding for program year 2019 is \$923,498. Your municipality's MSI operating funding for 2019 remains unchanged at \$54,199.

### ***The Future of MSI***

Our government committed to helping municipalities meet their infrastructure needs with predictable, long-term funding, and Budget 2019 fulfills this commitment.

In 2020, capital funding will be \$963 million (including MSI Capital and BMTG). This represents a 9 per cent reduction from the previous provincial budget. In 2021, capital funding will be \$897 million (including MSI Capital and BMTG). This represents a 14 per cent reduction from the previous provincial budget. In both years, MSI Operating will be \$30 million.

Allocation estimates for 2020 and 2021 are now available online at [open.alberta.ca/publications/municipal-sustainability-initiative-allocation-estimates-2020-2021](https://open.alberta.ca/publications/municipal-sustainability-initiative-allocation-estimates-2020-2021).

In 2022 and beyond, funding amounts will be determined by the Local Government Fiscal Framework.

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**Local Government Fiscal Framework**

The Local Government Fiscal Framework replaces the MSI program (including BMTG) beginning in 2022. It includes new legislation passed as part of this year's budget, which determines how much capital funding the province must provide to municipalities every year. The framework also includes \$30 million in annual operating funding, though this is not legislated.

In 2022, municipalities will receive \$860 million in capital funding. Calgary and Edmonton will share \$455 million, and other municipalities will share \$405 million.

In following years capital funding will change depending on changes in provincial revenue, which means that municipalities will share in the success of the province. The funding amount will be published two years in advance. For example, the province is legally required to publish the funding amount for 2023 on or before September 30, 2021. Predictable funding will make it easier for municipalities to plan for the future and fulfill planning requirements.

Our government is proud to support municipalities through the Local Government Fiscal Framework, and I will be seeking municipal support in the next steps of this important work. This will include developing a formula to distribute the funding among municipalities, and determining the administrative elements of the program including project eligibility, and application and reporting requirements.

I understand that provincial support is critical for Albertans to receive the infrastructure and services they expect. Working together, as partners, we can ensure these needs are met and set the course for a prosperous future.

Yours very truly,



Kaycee Madu  
Minister

cc: Greg Switenky, Chief Administrative Officer, Town of Stettler



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# Let it Snow: Statutory Protections from Liability in the MGA

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December 11, 2019

## Let it Snow: Statutory Protections from Liability in the MGA

By Kelsey Becker Brookes

Reynolds Mirth Richards Farmer LLP

AMSC Casual Legal Service Provider

A recent decision from a Master of the Court of Queen's Bench confirms that the obligation on municipalities to address snow and ice on roads and sidewalks is limited. The Plaintiff slipped and fell on a windrow behind her car. The windrow was in an 'S' shape as a result of the City plowing around a neighbour's parked car and was approximately one foot high. It had been there for roughly two weeks and the Plaintiff had successfully crossed it before, not finding it slippery. There were no complaints about the windrow and no evidence the municipality had any knowledge of the hazard.

The Court reviewed a number of statutory protections from liability found in the MGA:

Section 529: A municipality that has the discretion to do something is not liable for deciding not to do that thing in good faith or for not doing that thing.

Section 530(1): A municipality is not liable for damage caused by ... a system of inspection ... and ... a system of maintenance.

Section 531(1): A municipality is only liable for an injury to a person or damage to property caused by snow, ice or slush on roads or sidewalks in the municipality if the municipality is grossly negligent.

In dismissing the lawsuit, the Court confirmed there is no common law liability for policy decisions and the municipality could not be found liable in the circumstances for having an imperfect system of inspection and maintenance. The test is not whether the municipality could have done more, so long as the municipality is not acting irrationally or in bad faith.

With respect to s. 531(1), the MGA does not draw a distinction between the standard applicable to sidewalks or roads and the evidence was insufficient to demonstrate gross negligence, which requires a marked departure from the standard expected of a reasonable and competent person. As the

municipality was not aware of the hazard and did not have sufficient opportunity to react to the impact of the freeze-thaw cycle on the windrow, the facts of the case did not overcome all of the protections built into the MGA.

Personal injury or property damage actions against municipalities related to snow and ice on roads and sidewalks are not uncommon; ensuring you have clear snow removal policies in place, which policies are properly carried out at the operational level, will provide your municipality with a strong position in the face of litigation.

To access AMSC's Casual Legal Helpline, AUMA members can call toll-free to **1-800-661-7673** or email [casuallegal@amsc.ca](mailto:casuallegal@amsc.ca) and reach the municipal legal experts at Reynolds Mirth Richards and Farmer LLP. For more information on the Casual Legal Service, please contact Will Burtenshaw, Senior Director, Risk & Claims, at 780-431-4525, or toll-free at 310-AUMA (2862) or via email at [wburtenshaw@auma.ca](mailto:wburtenshaw@auma.ca). Any Regular or Associate member of the AUMA can access the Casual Legal Service.

**DISCLAIMER:** *This article is meant to provide information only and is not intended to provide legal advice. You should seek the advice of legal counsel to address your specific set of circumstances. Although every effort has been made to provide current and accurate information, changes to the law may cause the information in this article to be outdated.*

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